SAN FRANCISCO PUBLIC LIBRARY
3 1223 06447 3136

Digitized by the Internet Archive
in 2014

https://archive.org/details/minutes2004sanf_11

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
1/5/04
special
closed

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

Monday, January 5, 2004

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

DOCUMENTS DEPT.
DEC 3 1 2003
SAN FRANCISCO
PUBLIC LIBRARY
12-31-03A10:02 RCVD

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation. (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9 (b)
San Francisco Administrative Code Section 67.10(d)
Significant exposure to litigation: One Case
Jurisdiction of the Civil Service Commission over Personal Services Contracts let by the San Francisco Unified School District and the San Francisco Community College District

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12a) (ACTION ITEM)

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 12/31/03

3 1223 06447 3136

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AMENDED

SF
C65
#4
1/5/04
special
amended
c.2

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – *Open Session*

DOCUMENTS DEPT.
JAN - 2 2004
SAN FRANCISCO
PUBLIC LIBRARY
01-02-04P01:00 RCVD

Monday, January 5, 2004

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Jurisdiction of the Civil Service Commission over Personal Services Contracts let by the San Francisco Unified School District and the San Francisco Community College District. (Discussion and Possible Action)

Recommendation: Open for Discussion

IV. Adjournment.

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.

++

Posted 12/31/03

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
1/5/04

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
January 5, 2004

DOCUMENTS DEPT.
DEC 31 2003
SAN FRANCISCO
PUBLIC LIBRARY
12-31-03A10:03 RCVD

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS' NEW BUSINESS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
January 5, 2004
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of December 15, 2003

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0888-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4055-03/04	Airport	$65,000	Will study the feasibility to install a pedestrian bridge from the Terminal 1 AirTrain Station to Terminal 1 and a mezzanine with elevators, escalators, and stairs to move passengers to/from this mezzanine to the Terminal 1 Departures and Arrivals Levels.	Regular	12/31/04
4056-03/04	Airport	$438,000	Will cover the second phase studies and reports on wetlands and threatened endangered species that are required to assure the wetland sites and resources studies are in compliance with mitigation measures that the Airport agreed to for its Master Plan.	Regular	12/31/09
4057-03/04	Public Works	$1,000,000	Will provide historical preservation architectural and engineering design services for the San Francisco Landmark of the Palace of Fine Arts Buildings, Lagoon and Park Restoration Project.	Regular	12/31/08
4058-03/04	Parking & Traffic	$252,000	Will provide professional parking garage management services at City garages.	Regular	02/01/10
4059-03/04	Public Health	$110,000	Will provide an on-site, comprehensive dental service program for the residents of Laguna Honda Hospital.	Regular	06/30/09
4060-03/04	Public Health	$6,000,000	Will provide intermittent, as-needed, on-call professional pharmacists and pharmacy technicians for use during unusually high patient activity or low staffing of civil service employees due to scheduled and unscheduled staff absences and unfilled vacancies.	Regular	06/30/08
4061-03/04	Arts Commission	$75,000	Will provide handling, transportation, installation, storage, pedestal design, and fabrication of display cases for works of art belonging to the City and County of San Francisco.	Regular	12/31/06

Recommendation of the Human Resources Director:	Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Draft proposed amendments to Civil Service Commission Rules Affecting Miscellaneous Employees and Service Critical Classes at the Municipal Transportation Agency, Specifically 109 and 409 – Article V – Temporary Out of Class and 110 and 410 – Examination Announcements and Applicants. (File No. 0886-03-5) – Action Item**

Recommendation: Open for discussion.

(7) **Review of request for approval of proposed personal services contracts. (File No. 0892-03-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4062-03/04	Juvenile Probation	$80,000	Will provide expert consultant and technical programming services for the Juvenile Justice Information System, which is the court management information system used by the Department, including integrating new modules and enhancements.	Regular	06/30/04
4063-03/04	Juvenile Probation	$193,500	Will provide technical expertise for the Department's program evaluation system, PrIDE, a comprehensive program evaluation system set up to measure the achievement of specific service objectives for youth placed in programs of Juvenile Probation.	Regular	06/30/04
4019-03/04	Port	Increase Amount $1,001,000 New Amount $1,715,000	Will design and construct an intermodal, movable bridge that allows combined freight rail and truck/auto traffic over Islais Creek to connect the Port's terminals located on both sides of the creek.	Regular	09/30/04

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(8) **Determination of future employability: Larry Prosper, retired, permanent civil service Institutional Police Sergeant (Job Code 8205) Department of Public Health. (File No. 0534-03-7) - Action Item**

December 1, 2003: Postpone to the meeting of December 15, 2003 at the request of Larry Prosper.

December 15, 2003: Postpone to the meeting of January 5, 2004 at the request of the Department of Public Health.

Recommendation: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

COMMISSIONERS' NEW BUSINESS

(9) **Preliminary Report on the Board of Supervisors Salary. (File No. 0887-03-1) – Action Item**

Recommendation: Open for discussion.

(10) **Application of Civil Service Commission Rule 414 – Appointment, Article V: Request by Ricardo del Barrio regarding civil service seniority accrued prior to reappointment with the Municipal Transportation Agency. (File No. 0885-03-5) – Action Item**

Recommendation: Accept Staff Report.

EXECUTIVE OFFICER'S REPORT

(11) **Preliminary Fiscal Year 2004-05 Civil Service Commission Budget Report. (File No. 0891-03-1) – Action Item**

Recommendation: Open for discussion.

(12) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(13) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#5
1/5/04

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

DOCUMENTS DEPT.
JAN - 8 2004
SAN FRANCISCO
PUBLIC LIBRARY

Regular Meeting
January 5, 2004

2: OO P.M.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:04 p.m.

ROLL CALL

Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Thomas T. Ng	Present
Commissioner Linda Richardson	Present

Commissioner Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of December 15, 2003

Action: Approve. (Vote of 5 to 0)

0888-03-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4055-03/04	Airport	$65,000	Will study the feasibility to install a pedestrian bridge from the Terminal 1 AirTrain Station to Terminal 1 and a mezzanine with elevators, escalators, and stairs to move passengers to/from this mezzanine to the Terminal 1 Departures and Arrivals Levels.	Regular	12/31/04
4056-03/04	Airport	$438,000	Will cover the second phase studies and reports on wetlands and threatened endangered species that are required to assure the wetland sites and resources studies are in compliance with mitigation measures that the Airport agreed to for its Master Plan.	Regular	12/31/09
4057-03/04	Public Works	$1,000,000	Will provide historical preservation architectural and engineering design services for the San Francisco Landmark of the Palace of Fine Arts Buildings, Lagoon and Park Restoration Project.	Regular	12/31/08
4058-03/04	Parking & Traffic	$252,000	Will provide professional parking garage management services at City garages.	Regular	02/01/10
4059-03/04	Public Health	$110,000	Will provide an on-site, comprehensive dental service program for the residents of Laguna Honda Hospital.	Regular	06/30/09
4060-03/04	Public Health	$6,000,000	Will provide intermittent, as-needed, on-call professional pharmacists and pharmacy technicians for use during unusually high patient activity or low staffing of civil service employees due to scheduled and unscheduled staff absences and unfilled vacancies.	Regular	06/30/08
4061-03/04	Arts Commission	$75,000	Will provide handling, transportation, installation, storage, pedestal design, and fabrication of display cases for works of art belonging to the City and County of San Francisco.	Regular	12/31/06

Speakers: Gabe Karol, San Francisco International Airport spoke on PSC #4055-03/04.
Lena Ch'en, Department of Public Works Bureau of Architecture and Yomi Agumbiade, Recreation and Park Department Capital Program Manager spoke on PSC #4057-03/04.
Debra Lahane, San Francisco Arts Commission Program Director spoke on PSC #4061-03/04.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0886-03-5 **Draft proposed amendments to Civil Service Commission Rules Affecting Miscellaneous Employees and Service Critical Classes at the Municipal Transportation Agency, Specifically 109 and 409 – Article V – Temporary Out of Class and 110 and 410 – Examination Announcements and Applicants. (Item No. 6)**

July 1, 2002: Directed Executive Officer to provide the Commission with suggestions on how to make clear in the Rules that "contemporaneous" out-of-class assignments be recorded to receive credit and a provision be provided to employees to request the out-of-class assignment be recorded.

Speakers:

Glenda Lavigne, TWU Local 200
Michael Haberberger, SEIU Local 790
LaWanna Preston, SEIU Local 790

Action: Request additional information and continue discussion at a meeting to be announced. (Vote of 5 to 0)

0892-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4062-03/04	Juvenile Probation	$80,000	Will provide expert consultant and technical programming services for the Juvenile Justice Information System, which is the court management information system used by the Department, including integrating new modules and enhancements.	Regular	06/30/04
4063-03/04	Juvenile Probation	$193,500	Will provide technical expertise for the Department's program evaluation system, PrIDE, a comprehensive program evaluation system set up to measure the achievement of specific service objectives for youth placed in programs of Juvenile Probation.	Regular	06/30/04
4019-03/04	Port	Increase Amount $1,001,000 New Amount $1,715,000	Will design and construct an intermodal, movable bridge that allows combined freight rail and truck/auto traffic over Islais Creek to connect the Port's terminals located on both sides of the creek.	Regular	09/30/04

Speakers: Kathy Mallegni, Port Commission spoke on PSC #4019-03/04.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0534-03-7 **Determination of future employability: Larry Prosper, retired, permanent civil service Institutional Police Sergeant (Job Code 8205) Department of Public Health. (Item No. 8)**

December 1, 2003:	Postpone to the meeting of December 15, 2003 at the request of Larry Prosper.
December 15, 2003:	Postpone to the meeting of January 5, 2004 at the request of the Department of Public Health.
Speakers:	None.
Action:	Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 5 to 0) Mr. Prosper failed to appear.

0887-03-1 **Preliminary Report on the Board of Supervisors Salary. (Item No. 9)**

December 1, 2003:	Accept Staff Report on the Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100.
Speakers:	Yvette Gamble, Civil Service Commission
Action:	Accept report; Proceed with salary survey and report progress to the Commission. (Vote of 5 to 0)

0885-03-5 **Application of Civil Service Commission Rule 414 – Appointment, Article V: Request by Ricardo del Barrio regarding civil service seniority accrued prior to reappointment with the Municipal Transportation Agency. (Item No. 10)**

Speakers:	Yvette Gamble, Civil Service Commission Ricardo del Barrio, Appellant Diana Buchbinder, Municipal Transportation Agency
Action:	Accept report. (Vote of 4 to 1; Commissioner Alicia Becerril dissents.)

0891-03-1 **Preliminary Fiscal Year 2004-05 Civil Service Commission Budget Report. (Item No. 11)**

Speakers:	Kate Favetti, Executive Officer
Action:	Accept staff report. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Kenneth Johnson requested a letter stating the Civil Service Commission approval of the reconsideration on the Final Administration Action of November 17, 2003; a response to his request for phone logs and the written policy stating regarding the destruction of records, and; his request to have a City employee from another department at his hearing. The Executive Officer indicated that she would respond to Mr. Johnson in writing.

ADJOURNMENT

4:30 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

"PLEASE POST ON ALL SAN FRANCISCO POLICE DEPARTMENT OFFICIAL BULLETIN BOARDS"

SF
C65
#4
1/20/04
special

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

Tuesday, January 20, 2004

DOCUMENTS DEPT.
JAN 12 2004
SAN FRANCISCO
PUBLIC LIBRARY
01-12-04A0?:43 RCVD

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Draft Proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Police Department, Volume II – Rule 203 – Equal Employment Opportunity Policy; Rule 209 – Position Classification and Related Rules; Rule 210 – Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 – Eligible Lists – Police Department; Rule 213 - Certification of Eligibles – Police Department. (File No. 0796-03-5) – Discussion and Possible Action

December 1, 2003:	Discussion continued to the meeting of December 15, 2003.
December 15, 2003:	Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.
Recommendation:	Open for Discussion.

IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 1/9/04

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

"PLEASE POST ON ALL SAN FRANCISCO POLICE DEPARTMENT OFFICIAL BULLETIN BOARDS"

F
65
'4
120/04
Special
amended
c.2

IORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

Tuesday, January 20, 2004

Amended

1:00 p.m.

→ Room *408*, City Hall ←
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Draft Proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Police Department, Volume II – Rule 203 – Equal Employment Opportunity Policy; Rule 209 – Position Classification and Related Rules; Rule 210 – Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 – Eligible Lists – Police Department; Rule 213 - Certification of Eligibles – Police Department. (File No. 0796-03-5) – Discussion and Possible Action

December 1, 2003:	Discussion continued to the meeting of December 15, 2003.
December 15, 2003:	Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.
Recommendation:	Open for Discussion.

IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 1/9/04

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
January 20, 2004

Order of Business

2:00 p.m.

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
January 20, 2004
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of January 5, 2003 – 1:00 p.m. Open Session

Recommendation: Approve.

Regular Meeting of January 5, 2004

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0013-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4064-03/04	Human Rights Commission	$90,389	Will provide disadvantaged students and other disadvantaged youth workers employment at the Human Rights Commission as work trainees to gain work experience. Will prepare youth workers for the job market by providing on the job training.	Regular	06/30/04
4065-03/04	Arts Commission	$500,000	Will develop unique designs for artwork to be integrated into the New Central Subway Stations. Will prepare preliminary and final designs, provide cost estimates for fabrication and submit mock-ups.	Regular	03/01/06

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Request to correct adopted eligible list for Class 7514 General Laborer. (File No. 0015-04-5) - Action Item

Recommendation: Add name of one candidate who has now taken and passed the examination to 7514 General Laborer adopted eligible list and put one candidate who is still on Worker's Compensation on the list under waiver pending successful completion of the examination.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) **Review of request for approval of proposed personal services contracts. (File No. 0014-04-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4066-03/04	Public Utilities Commission (Water)	$2,500,000	Will provide CEQA analysis, outreach and documentation for the CIP Program Environmental Impact Review, including but not limited to coordination/work plan development; environmental document scoping; and environmental background studies.	Regular	12/31/06
4067-03/04	Controller	$200,000	Will conduct and coordinate nation-wide executive recruitment processes to identify, screen, and recommend candidates to the Mayor for appointment to City department head/executive positions.	Regular	02/01/08

Recommendation: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(8) **Presentation on Proposition E - Ethics Reform approved by the Voters November 2003. (File No. 0019-04-5) –Discussion and Possible Action Item**

Recommendation: Open for discussion.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(9) **Determination of future employability: Dismissal of permanent civil service appointment of Edna Rosete, Registered Nurse (Job Code 2320) Department of Public Health. (File No. 0159-03-7) - Action Item**

November 3, 2003: Postpone to the meeting of December 15, 2003 at the request of SEIU Local 790.

File No. 0159-03-7 (continued)

December 15, 2003: Postpone to the meeting of January 20, 2004 at the request of Edna Rosete.

Recommendation of the Department of Public Health: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

(10) **Determination of future employability: Dismissal of permanent civil service appointment of Carmen Wan, Registered Nurse (Job Code 2320) Department of Public Health. (File No. 0154-03-7) - Action Item**

November 3, 2003: Postpone to the meeting of December 15, 2003 at the request of SEIU Local 790.

December 15, 2003: Postpone to the meeting of January 20, 2004 at the request of Carmen Wan.

Recommendation of the Department of Public Health: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

(11) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(12) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

SF
C65
#5
1/20/04

DOCUMENTS DEPT.
JAN 27 2004
SAN FRANCISCO
PUBLIC LIBRARY

MINUTES

Regular Meeting
January 20, 2004

2:00 p.m.
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:17 p.m.

ROLL CALL

Commissioner Alicia D. Becerril	Present (Missed Items 1,2,3,4)
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Thomas T. Ng	Present
Commissioner Linda Richardson	Present

Commissioner Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of January 5, 2004 – 1:00 p.m. Open Session

Action: Approve. (Vote of 4 to 0)

Regular Meeting of January 5, 2004

Action: Approve. (Vote of 4 to 0)

0013-04-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4064-03/04	Human Rights Commission	$90,389	Will provide disadvantaged students and other disadvantaged youth workers employment at the Human Rights Commission as work trainees to gain work experience. Will prepare youth workers for the job market by providing on the job training.	Regular	06/30/04
4065-03/04	Arts Commission	$500,000	Will develop unique designs for artwork to be integrated into the New Central Subway Stations. Will prepare preliminary and final designs, provide cost estimates for fabrication and submit mock-ups.	Regular	03/01/06

Speakers: Jennifer Lovvorn, Arts Commission spoke on PSC #4065-03/04.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0015-04-5 Request to correct adopted eligible list for Class 7514 General Laborer. (Item No. 6)

Speakers: Andrea Gourdine, Human Resources Director

Action: Add name of one candidate who has now taken and passed the examination to 7514 General Laborer adopted eligible list and put one candidate who is still on Worker's Compensation on the list under waiver pending successful completion of the examination. (Vote of 5 to 0)

0014-04-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4066-03/04	Public Utilities Commission (Water)	$2,500,000	Will provide CEQA analysis, outreach and documentation for the CIP Program Environmental Impact Review, including but not limited to coordination/work plan development; environmental document scoping; and environmental background studies.	Regular	12/31/06
4067-03/04	Controller	$200,000	Will conduct and coordinate nation-wide executive recruitment processes to identify, screen, and recommend candidates to the Mayor for appointment to City department head/executive positions.	Regular	02/01/08

0014-04-8 (continued)

	Speakers:	Wendy Iwata, Public Utilities Commission spoke on PSC #4066-03/04. Ed Harrington, Controller spoke on PSC #4067-03/04.
	Action:	Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
0019-04-5	**Presentation on Proposition E - Ethics Reform approved by the Voters November 2003. (Item No. 8)**	
	Speakers:	Chad Jacobs, Deputy City Attorney
	Action:	Accept presentation. (Vote of 5 to 0)
0159-03-7	**Determination of future employability: Dismissal of permanent civil service appointment of Edna Rosete, Registered Nurse (Job Code 2320) Department of Public Health. (Item No. 9)**	
	November 3, 2003:	Postpone to the meeting of December 15, 2003 at the request of SEIU Local 790.
	December 15, 2003:	Postpone to the meeting of January 20, 2004 at the request of Edna Rosete.
	Speakers:	Alice Kwong, Department of Public Health Gayling Gee, Laguna Honda Hospital Edna Rosete, Appellant
	Action:	Grant the appeal of Edna Rosete. No restrictions on future employment. (Vote of 3 to 2; Commissioners Casper and Gorrono dissent.)
0154-03-7	**Determination of future employability: Dismissal of permanent civil service appointment of Carmen Wan, Registered Nurse (Job Code 2320) Department of Public Health. (Item No. 10)**	
	November 3, 2003:	Postpone to the meeting of December 15, 2003 at the request of SEIU Local 790.
	December 15, 2003:	Postpone to the meeting of January 20, 2004 at the request of Carmen Wan.

0154-03-7 (continued)

Speakers:	Alice Kwong, Department of Public Health Gayling Gee, Laguna Honda Hospital Carmen Wan, Appellant
Action:	Grant the appeal of Carmen Wan. No restrictions on future employment. (Vote of 3 to 2; Commissioners Casper and Gorrono dissent.)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:27p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Open Session

Tuesday, January 20, 2004
1:00 p.m.

I. The Special Meeting was called to order at 1:05 p.m.

Present:	Commissioner Donald A. Casper Commissioner Morgan R. Gorrono Commissioner Thomas T. Ng Commissioner Linda Richardson
Excused:	Commissioner Alicia D. Becerril

Commissioner Gorrono presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Draft Proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Police Department, Volume II – Rule 203 – Equal Employment Opportunity Policy; Rule 209 – Position Classification and Related Rules; Rule 210 – Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 – Eligible Lists – Police Department; Rule 213 - Certification of Eligibles – Police Department. (File No. 0796-03-5) – Discussion and Possible Action

December 1, 2003:	Discussion continued to the meeting of December 15, 2003.
December 15, 2003:	Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.

Disclosures:

Commissioner Donald A. Casper disclosed that between 1997 and 2002 he was Chair of the Republican Central Committee and positions taken by the Republican Party on issues before the electorate were also taken by the Police Officers Association (POA).

Denise Cannonier-Craig disclosed that her husband and sister-in-law belong to the Uniformed Ranks of the San Francisco Police Department.

Speakers: Acting Police Chief Heather Fong, spoke on Proposed Amendments on Rules 209 – Article V – Out of Class Assignments; 211 – Examinations; 212 – Eligible Lists – Police Department; and, 213 – Certification of Eligibles – Police Department.

Julie Gonzalez, Director Decentralized Examination Unit, SFPD, commented on a possible impartial expert.

Denise Cannonier-Craig, Department of Human Resources, commented on Rule 211 – Police Examination and funding for examinations.

Dorothy Yee, Department of Human Resources, spoke on draft proposed amendments to Rule 203 – Equal Employment Opportunity; and commented on the need to delete or amend Administrative Code Section 16.9-24.

Public Comment:

Vincent Harrington, Counsel to Police Officers Association spoke on Rule 209 – Position Classification and Related Rules; Rule 211 – Examinations; Rule 212 – Eligible Lists – Police Department; Rule 213 - Certification of Eligibles – Police Department.

Mark Osuna, spoke on the Certification Rules affecting the San Francisco Police Department and on his preference for Rule of Three for promotions

Action: Continue discussions. (Vote of 4 to 0)

IV. Adjournment.

2:10 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
65
4
12/04
pecial
.2

IORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

DOCUMENTS DEPT.
JAN 29 2004
SAN FRANCISCO
PUBLIC LIBRARY
01-29-04A10:46 RCVD

Monday, February 2, 2004
1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. In accordance with Civil Service Commission Rule 313.2.1; ".... For further clarification, prior to the issuance of any job announcement, secondary criteria shall be presented to the Civil Service Commission for its approval in advance and will be discussed in open session with all parties interested.", presentation by the Fire Department for approval of its draft proposed secondary criteria for H-30 Captain. (File 0033-04-5) – Discussion and Possible Action Item

Recommendation: Approve the secondary criteria proposed by the Fire Department for posting for meet and confer.

IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 1/27/04

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
65
4
-1/2/04

ORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

DOCUMENTS DEPT.
JAN 30 2004
SAN FRANCISCO
PUBLIC LIBRARY
01-30-04 A11:24 RCVD

Regular Meeting
of
February 2, 2004

Order of Business

2:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
February 2, 2004
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of January 20, 2004 – 1:00 p.m. Open Session

Recommendation: Approve.

Regular Meeting of January 20, 2004

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0034-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4068-03/04	Mayor's Office of Public Finance & Business Affairs	$56,000	Will audit all incoming Seismic Safety Loan Program (SSLP) loan files, process all SSLP loan payments, send appropriate notices to SSLP borrowers, process all loan pay-offs and submit monthly status reports to SSLP Administrator.	Regular	02/28/06
4069-03/04	Mayor's Office of Public Finance & Business Affairs	$80,000	Will conduct work readiness assessment of individual workers, develop a work plan for each program participant, develop jobs, place program participants in jobs and provide follow-up support to help workers maintain jobs.	Regular	02/14/05
4070-03/04	Mayor's Office of Public Finance & Business Affairs	$185,000	Will perform underwriting analysis for Seismic Safety Loan Program (SSLP), monitor SSLP financed construction projects, disburse construction progress payments and assist Program Administrator in development and enforcement of program regulations.	Regular	02/28/05
4071-03/04	Telecommunication & Information Services	$300,000	Will provide system software and special technical support for the Enterprise Server (mainframe).	Regular	04/30/06
4072-03/04	Airport	$57,000	Will conduct Airport user satisfaction surveys to evaluate Airport facilities, service levels and identify potential problem areas. Types of surveys include the annual Air Passenger Survey, concessions surveys, and other special surveys as directed.	Regular	12/31/04
4073-03/04	Police	$60,000	Will perform hair sample analysis to determine drug usage and historical patterns of drug usage for various Police Department applicants. Pre-employment drug testing is a Department requirement.	Regular	06/30/06

Recommendation of the Human Resources Director:	Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Appeal by Alice Fialkin of the Human Resources Director's decision regarding a complaint of discrimination. (File No. 0835-01-6) - Action Item

November 17, 2003: Postpone to the meeting of February 2, 2004 at the request of Alice Fialkin.

Recommendation: Postpone to the meeting of June 7, 2004 at the request of Alice Fialkin. No further continuances will be granted.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by John Bowman of the rejection of application for IS Business Analyst - Assistant (Job Code 1051) (File No. 0475-03-4) – Action Item

September 15, 2003: Postpone to the meeting of October 6, 2003 at the request of the Department of Human Resources.

October 6, 2003: Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.

October 20, 2003: Postpone to the meeting of November 17, 2003 at the request of the Department of Human Resources.

November 17, 2003: Postpone to the meeting of December 1, 2003 at the request of the Department of Human Resources.

December 1, 2003: Postpone to the meeting of February 2, 2004 at the request of Spike Kahn, IFPTE Local 21.

Recommendation: Adopt the Human Resources Director's report.

(8) **Proposed Draft Rule Amendments to Civil Service Commission Rules 112.1 and 412.1 - Eligible Lists to delete "Eligibles on lists governed by the Rule of the List shall be listed in alphabetical order and without reference to score." (File No. 0039-04-5) – Action Item**

Recommendation:	Open for discussion.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(9) **Determination of future employability: Disciplinary release from probationary appointment of John Bowman, IS Trainer Assistant (Job Code 1031) Department of Human Services. (File No. 0715-03-7) - Action Item**

Recommendation of the Department of Human Services:	Accept the recommendation of the Department of Human Services; No future employment with the Department of Human Services.

(10) **Determination of future employability: Dismissal of permanent civil service appointment of John Neil Adza, Watershed Keeper Supervisor (Job Code 7270) Public Utilities Commission. (File No. 0363-02-7) - Action Item**

Recommendation of the Department of Public Utilities Commission:	Sustain the recommendation of the Public Utilities Commission; No future employment with the City and County of San Francisco.

(11) **Determination of future employability: Dismissal of permanent civil service appointment of Owen Brady, Executive Secretary I (Job Code 1450) Public Utilities Commission. (File No. 0433-02-7) - Action Item**

Recommendation of the Department of Public Utilities Commission:	Sustain the recommendation of the Public Utilities Commission; No future employment with the City and County of San Francisco.

(12) **Determination of future employability: Disciplinary termination of probationary appointment of Daniel Vigil, Deputy Sheriff I (Job Code 78302) Office of the Sheriff. (File No. 0403-02-7) - Action Item**

Recommendation of the Department of the Office of the Sheriff:	Sustain the recommendation of the Office of the Sheriff; No future employment with the Office of the Sheriff.

EXECUTIVE OFFICER'S REPORT

(13) **Progress Report – Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100. (File No. 0887-03-1) – Action Item**

December 1, 2003:	Accept report on Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100.
January 5, 2004:	Accept Preliminary Report on the Board of Supervisors Salary; Proceed with salary survey and report progress to the Commission.
Recommendation:	Open for discussion.

(14) **Preliminary Progress Report - Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2004-05 in accordance with Charter Section A8.409.1. (File No. 0035-04-1) – Action Item**

Recommendation:	Open for discussion.

(15) **Fiscal Year 2004-05 Civil Service Commission Budget Request. (File No. 0036-04-1) – Action Item**

Recommendation:	Accept report. Staff to continue to negotiate amounts, finalize the Fiscal Year 2004-05 Budget Request, incorporate changes made by the Commission up to February 19, 2004, approve to submit the Fiscal Year 2004-05 Budget Request to the Mayor and the Controller by February 20, 2004.

(16) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(17) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
65
#5
2/2/04

ORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
February 2, 2004

2:00 p.m.
Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
FEB - 9 2004
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:04 p.m.

ROLL CALL

President Morgan R. Gorrono	Present
Vice President Linda Richardson	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Thomas T. Ng	Present

President Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

David Coleman, IFPTE Local 21 requested and was granted a continuance for Items 7 and 9 to the meeting of February 17, 2004 on behalf of John Bowman.

APPROVAL OF MINUTES

Special Meeting of January 20, 2004 – 1:00 p.m. Open Session

Action: Approve as amended to include Commissioner Donald A. Casper's full statement of disclosure to read as follows: "The Police Officer's Association made contributions to defray the costs of the Republican Party County Central Committee slate card on issues where there was agreement." (Vote of 4 to 0) The Commission granted Commissioner Becerril's request to abstain from voting because she was not present for the January 20, 2004 Special Meeting. (Vote of 4 to 0)

Regular Meeting of January 20, 2004

Action: Approve. (Vote of 5 to 0)

0034-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4068-03/04	Mayor's Office of Public Finance & Business Affairs	$56,000	Will audit all incoming Seismic Safety Loan Program (SSLP) loan files, process all SSLP loan payments, send appropriate notices to SSLP borrowers, process all loan pay-offs and submit monthly status reports to SSLP Administrator.	Regular	02/28/06
4069-03/04	Mayor's Office of Public Finance & Business Affairs	$80,000	Will conduct work readiness assessment of individual workers, develop a work plan for each program participant, develop jobs, place program participants in jobs and provide follow-up support to help workers maintain jobs.	Regular	02/14/05
4070-03/04	Mayor's Office of Public Finance & Business Affairs	$185,000	Will perform underwriting analysis for Seismic Safety Loan Program (SSLP), monitor SSLP financed construction projects, disburse construction progress payments and assist Program Administrator in development and enforcement of program regulations.	Regular	02/28/05
4071-03/04	Telecommunication & Information Services	$300,000	Will provide system software and special technical support for the Enterprise Server (mainframe).	Regular	04/30/06
4072-03/04	Airport	$57,000	Will conduct Airport user satisfaction surveys to evaluate Airport facilities, service levels and identify potential problem areas. Types of surveys include the annual Air Passenger Survey, concessions surveys, and other special surveys as directed.	Regular	12/31/04
4073-03/04	Police	$60,000	Will perform hair sample analysis to determine drug usage and historical patterns of drug usage for various Police Department applicants. Pre-employment drug testing is a Department requirement.	Regular	06/30/06

Speakers: None.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0835-01-6 **Appeal by Alice Fialkin of the Human Resources Director's decision regarding a complaint of discrimination. (Item No. 6)**

November 17, 2003: Postpone to the meeting of February 2, 2004 at the request of Alice Fialkin.

Speakers: Faith Van Putten, Municipal Transportation Agency.

Action: Postpone to the meeting of June 7, 2004 at the request of Alice Fialkin. No further continuances will be granted. (Vote of 5 to 0)

0475-03-4 **Appeal by John Bowman of the rejection of application for IS Business Analyst - Assistant (Job Code 1051) (Item No. 7)**

September 15, 2003: Postpone to the meeting of October 6, 2003 at the request of the Department of Human Resources.

October 6, 2003: Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.

October 20, 2003: Postpone to the meeting of November 17, 2003 at the request of the Department of Human Resources.

November 17, 2003: Postpone to the meeting of December 1, 2003 at the request of the Department of Human Resources.

December 1, 2003: Postpone to the meeting of February 2, 2004 at the request of Spike Kahn, IFPTE Local 21.

Speakers: David Coleman, IFPTE Local 21.

Action: Postpone to the meeting of February 17, 2004 at the request of David Coleman, IFPTE Local 21. (Vote of 5 to 0)

0039-04-5 **Proposed Draft Rule Amendments to Civil Service Commission Rules 112.1 and 412.1 - Eligible Lists to delete "Eligibles on lists governed by the Rule of the List shall be listed in alphabetical order and without reference to score." (Item No. 8)**

Speakers: None.

Action: Post for adoption. (Vote of 5 to 0)

0715-03-7 **Determination of future employability: Disciplinary release from probationary appointment of John Bowman, IS Trainer Assistant (Job Code 1031) Department of Human Services. (Item No. 9)**

Speakers: David Coleman, IFPTE Local 21.

Action: Postpone to the meeting of February 17, 2004 at the request of David Coleman, IFPTE Local 21. (Vote of 5 to 0)

0363-02-7 **Determination of future employability: Dismissal of permanent civil service appointment of John Neil Adza, Watershed Keeper Supervisor (Job Code 7270) Public Utilities Commission. (Item No. 10)**

Speakers: None.

Action: Postpone to the meeting of March 15, 2004 at the request of John Adza. (Vote 5 to 0)

0433-02-7 **Determination of future employability: Dismissal of permanent civil service appointment of Owen Brady, Executive Secretary I (Job Code 1450) Public Utilities Commission. (Item No. 11)**

Speakers: None.

Action: Postpone to the meeting of March 1, 2004 at the request of Owen Brady. (Vote of 5 to 0)

0403-02-7 **Determination of future employability: Disciplinary termination of probationary appointment of Daniel Vigil, Deputy Sheriff I (Job Code 78302) Office of the Sheriff. (Item No. 12)**

February 3, 2003: Postpone to the meeting of March 3, 2003 at the request of Daniel Vigil.

February 20, 2003: Off calendar pending resolution of grievance.

Speakers: Daniel Vigil, Appellant
Jim Harrigan, Legal Counsel for the Office of the Sheriff

Action: Future employment with the Office of the Sheriff subject to the completion of four (4) years outside work experience beginning February 2, 2004. (Vote of 5 to 0)

0887-03-1 **Progress Report – Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100. (Item No. 13)**

December 1, 2003: Accept report on Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100.

January 5, 2004: Accept Preliminary Report on the Board of Supervisors Salary; Proceed with salary survey and report progress to the Commission.

Speakers: Yvette Gamble, Civil Service Commission

Action: Accept report. (Vote of 5 to 0)

0035-04-1 **Preliminary Progress Report - Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2004-05 in accordance with Charter Section A8.409.1. (Item No. 14)**

Speakers: Anita Sanchez, Assistant Executive Officer.

Action: Accept report. (Vote of 5 to 0)

0036-04-1 **Fiscal Year 2004-05 Civil Service Commission Budget Request. (Item No. 15)**

Speakers: Anita Sanchez, Assistant Executive Officer
Kate Favetti, Executive Officer

Action: Accept report. Staff to continue to negotiate amounts, finalize the Fiscal Year 2004-05 Budget Request, incorporate changes made by the Commission up to February 19, 2004, approve to submit the Fiscal Year 2004-05 Budget Request to the Mayor and the Controller by February 20, 2004. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

3:45 p.m.

Adjourned in memory of Hugh Davis Wharton III, former Civil Service Commission hearing officer who passed away on January 9, 2004. (Vote of 5 to 0)

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

65
4
/17/04

IORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

DOCUMENTS DEPT.
FEB 12 2004
SAN FRANCISCO
PUBLIC LIBRARY
02-12-04 A09:49 RCVD

Regular Meeting
of
Tuesday, February 17, 2004

Order of Business

2:00 p.m.

ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place
↕
PLEASE NOTE LOCATION

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
February 17, 2004
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of February 2, 2004 – 1:00 p.m. Open Session

Recommendation: Approve.

Regular Meeting of February 2, 2004

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0078-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-03/04	Airport	$480,000	Will provide site specific pavement engineering services, which shall include but not limited to data review and analysis of pavement reports; performance of pavement and engineering analysis; and preparation of reports and recommendations.	Regular	06/30/06

September 15, 2003: Postpone to the meeting of October 6, 2003 at the request of the San Francisco International Airport.

October 6, 2003: Withdrawn at the request of the San Francisco International Airport.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0079-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-03/04	Public Health	$51,875,000	Will provide supportive housing services, including property management services for chronically homeless adults in San Francisco.	Continuing	06/30/09
4074-03/04	Public Health	$120,000	Will provide as-needed and after-hours security guard services and as-needed guard/ driver services for the Community Health Network.	Regular	06/30/06
4075-03/04	Public Health	$6,000,000	Will provide health insurance to children ineligible for other publicly funded health insurance programs and enroll them in the San Francisco Healthy Kids Program.	Regular	06/30/05
4039-02/03	Adult & Aging Services	Increase Amount $1,000,000 New Amount $1,150,000	Will implement community-wide strategic system improvements to create a well-coordinated system of community-based long term care (LTC) service delivery for vulnerable older adults.	Regular	01/31/08

4089-02/03	Public Health	Increase Amount $400,000 New Amount $1,000,000	Will provide as-needed, on-call professional radiology technologists with on-call availability, 7 days a week.	Regular	08/31/05

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Rebecca Wang of the Human Resources Director's decision on her charge of retaliation. (File No. 0461-03-6) – Action Item

Recommendation: Approve the request by Rebecca Wang to withdraw appeal.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Review of request for approval of proposed personal services contracts. (File No. 0080-04-8) – Action Item

4107-97/98	Public Works	Increase Amount $2,271,869 New Amount $2,971,869	Will provide construction support services during construction phase of seismically retrofitting and rehabilitation of the 4th Street Bridge. Work includes project coordination, responding to Requests for Information, review of working drawings submittals.	Regular	09/30/05

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(9) **Appeal by John Bowman of the rejection of application for IS Business Analyst - Assistant (Job Code 1051) (File No. 0475-03-4) – Action Item**

September 15, 2003:	Postpone to the meeting of October 6, 2003 at the request of the Department of Human Resources.
October 6, 2003:	Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.
October 20, 2003:	Postpone to the meeting of November 17, 2003 at the request of the Department of Human Resources.
November 17, 2003:	Postpone to the meeting of December 1, 2003 at the request of the Department of Human Resources.
December 1, 2003:	Postpone to the meeting of February 2, 2004 at the request of Spike Kahn, IFPTE Local 21.
February 2, 2004:	Postpone to the meeting of February 17, 2004 at the request of David Coleman, IFPTE Local 21.
Recommendation:	Adopt the Human Resources Director's report.

(10) **Appeal by Earnestine May-McNary of the Human Resources Director's decision regarding her complaints of discrimination and retaliation. (File No. 0583-03-6 and 0641-03-6) – Action Item**

Recommendation:	Adopt report. Sustain the decision of the Human Resources Director; deny appeals by Earnestine May-McNary.

(11) **Appeal by Earnestine May-McNary of the Executive Officer's decision to close the appeal on future employment restrictions. (File No. 0576-03-7) – Action Item**

Recommendation:	Adopt report. Sustain the decision of the Executive Officer; deny the appeal by Earnestine May-McNary.

(12) **Appeal by Bennette Nulph of the Human Resources Director's decision on her complaint of sexual harassment, disparate treatment and retaliation. (File No. 0304-03-6) – Action Item**

Recommendation:	Adopt report. Sustain the decision of the Human Resources Director; deny the appeal by Bennette Nulph.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(13) **Determination of future employability: Disciplinary release from probationary appointment of John Bowman, IS Trainer Assistant (Job Code 1031) Department of Human Services. (File No. 0715-03-7) - Action Item**

February 2, 2004:	Postpone to the meeting of February 17, 2004 at the request of David Coleman, IFPTE Local 21.
Recommendation of the Department of Human Services:	Accept the recommendation of the Department of Human Services; No future employment with the Department of Human Services.

(14) **Determination of future employability: Resignation with services unsatisfactory from permanent civil service appointment by Diana Diaz-Vargas, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0857-03-7) - Action Item**

Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City & County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse.

EXECUTIVE OFFICER'S REPORT

(15) **Update on the Fiscal Year 2003 – 04 Goals and Objectives as of January 31, 2004. (File No. 0081-04-1) - Action Item**

Recommendation:	Open for discussion.

(16) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(17) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
65
5
/17/04

ORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
Tuesday, February 17, 2004

2:00 p.m.
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
FEB 27 2004
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:05 p.m.

ROLL CALL

Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Not Present
Commissioner Thomas T. Ng	Present
Commissioner Linda Richardson	Present

Commissioner Linda Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Mary Donovan, Municipal Transportation Agency and Diana Diaz-Vargas spoke on Item #14. Ms. Diaz-Vargas withdrew her appeal in favor of a resolution with the Municipal Transportation Agency.

APPROVAL OF MINUTES

Special Meeting of February 2, 2004 – 1:00 p.m. Open Session

Action: Approve. (Vote of 4 to 0)

Regular Meeting of February 2, 2004

Action: Approve. (Vote of 4 to 0)

0078-04-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-03/04	Airport	$480,000	Will provide site specific pavement engineering services, which shall include but not limited to data review and analysis of pavement reports; performance of pavement and engineering analysis; and preparation of reports and recommendations.	Regular	06/30/06

September 15, 2003: Postpone to the meeting of October 6, 2003 at the request of the San Francisco International Airport.

October 6, 2003: Withdrawn at the request of the San Francisco International Airport.

Speakers: Gabe Karol, San Francisco International Airport
Adlai Jew, San Francisco International Airport

Action: Adopt the Human Resources Director's report on the condition that the San Francisco International Airport meet the conditions outlined in the letter of agreement with IFPTE Local 21 dated February 17, 2004 which states in part, "This contract shall be managed by the Civil Engineering Facilities Operation and Maintenance Director ....." Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0079-04-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-03/04	Public Health	$51,875,000	Will provide supportive housing services, including property management services for chronically homeless adults in San Francisco.	Continuing	06/30/09
4074-03/04	Public Health	$120,000	Will provide as-needed and after-hours security guard services and as-needed guard/driver services for the Community Health Network.	Regular	06/30/06
4075-03/04	Public Health	$6,000,000	Will provide health insurance to children ineligible for other publicly funded health insurance programs and enroll them in the San Francisco Healthy Kids Program.	Regular	06/30/05
4039-02/03	Adult & Aging Services	Increase Amount $1,000,000 New Amount $1,150,000	Will implement community-wide strategic system improvements to create a well-coordinated system of community-based long term care (LTC) service delivery for vulnerable older adults.	Regular	01/31/08

4089-02/03 *Over to 3/1/04*	Public Health	Increase Amount $400,000 New Amount $1,000,000	Will provide as-needed, on-call professional radiology technologists with on-call availability, 7 days a week.	Regular	08/31/05

Speakers: Galen Leung, Department of Public Health spoke on PSC #2000-03/04.

Action:
(1) Postpone PSC #4089-02/03 to the meeting of March 1, 2004 at the request of SEIU Local 790. (Vote of 4 to 0)
(2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0461-03-6 **Appeal by Rebecca Wang of the Human Resources Director's decision on her charge of retaliation. (Item No. 7)**

Speakers: None.

Action: Approve the request by Rebecca Wang to withdraw appeal. (Vote of 4 to 0)

0080-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 8)**

4107-97/98	Public Works	Increase Amount $2,271,869 New Amount $2,971,869	Will provide construction support services during construction phase of seismically retrofitting and rehabilitation of the 4th Street Bridge. Work includes project coordination, responding to Requests for Information, review of working drawings submittals.	Regular	09/30/05

Speakers: Peg Divine, Department of Public Works

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0475-03-4	**Appeal by John Bowman of the rejection of application for IS Business Analyst - Assistant (Job Code 1051) (Item No. 9)**	
	September 15, 2003:	Postpone to the meeting of October 6, 2003 at the request of the Department of Human Resources.
	October 6, 2003:	Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.
	October 20, 2003:	Postpone to the meeting of November 17, 2003 at the request of the Department of Human Resources.
	November 17, 2003:	Postpone to the meeting of December 1, 2003 at the request of the Department of Human Resources.
	December 1, 2003:	Postpone to the meeting of February 2, 2004 at the request of Spike Kahn, IFPTE Local 21.
	February 2, 2004:	Postpone to the meeting of February 17, 2004 at the request of David Coleman, IFPTE Local 21.
	Speakers:	Kerry Ko, Department of Human Resources Spike Kahn, IFPTE Local 21
	Action:	Postpone to the meeting of March 1, 2004. (Vote of 4 to 0)
0583-03-6 and 0641-03-6	**Appeal by Earnestine May-McNary of the Human Resources Director's decision regarding her complaints of discrimination and retaliation. (Item No. 10)**	
	Speakers:	None.
	Action:	Postpone to the meeting of April 5, 2004 at the request of Paula Gustafson, Attorney. (Vote of 4 to 0)
0576-03-7	**Appeal by Earnestine May-McNary of the Executive Officer's decision to close the appeal on future employment restrictions. (Item No. 11)**	
	Speakers:	None.
	Action:	Postpone to the meeting of April 5, 2004 at the request of Paula Gustafson, Attorney. (Vote of 4 to 0)

0304-03-6 **Appeal by Bennette Nulph of the Human Resources Director's decision on her complaint of sexual harassment, disparate treatment and retaliation. (Item No. 12)**

Speakers: None.

Action: Postpone to the meeting of May 3, 2004 at the request of Bennette Nulph. (Vote of 4 to 0)

0715-03-7 **Determination of future employability: Disciplinary release from probationary appointment of John Bowman, IS Trainer Assistant (Job Code 1031) Department of Human Services. (Item No. 13)**

February 2, 2004: Postpone to the meeting of February 17, 2004 at the request of David Coleman, IFPTE Local 21.

Speakers: Patricia Burns, Department of Human Services
Spike Kahn, IFPTE Local 21

Action: Reject the Department of Human Services' recommendation of no future employment with the Department of Human Services. (Vote of 2 to 2; Commissioners Casper and Ng dissent.) Postpone to the meeting of March 1, 2004 or when all five (5) Commissioners are present.

0857-03-7 **Determination of future employability: Resignation with services unsatisfactory from permanent civil service appointment by Diana Diaz-Vargas, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 14)**

Speakers: Mary Donovan, Municipal Transportation Agency
Diana Diaz-Vargas, Appellant

Action: Diana Diaz-Vargas withdrew her appeal after agreement reached with the Municipal Transportation Agency. Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City & County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse. (Vote of 4 to 0)

0081-04-1 **Update on the Fiscal Year 2003 – 04 Goals and Objectives as of January 31, 2004. (Item No. 15)**

Speakers: Kate Favetti, Executive Officer Civil Service Commission

Action: Accept report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Paula Gustafson, Attorney at Law spoke on conditions at Laguna Honda Hospital and how the merit system principle is being manipulated, specifically referring to Civil Service Commission Rule 111.8. She also referred to Rule 102.6 and 102.7 and other Rules on Examinations, Eligible Lists and Certification of Eligibles. The Commission directed the Executive Officer to respond to Ms. Gustafson's concerns.

ADJOURNMENT

3:43 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
65
4
3/1/04
special

"PLEASE POST ON ALL SAN FRANCISCO POLICE DEPARTMENT OFFICIAL BULLETIN BOARDS"

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

DOCUMENTS DEPT.
FEB 26 2004
SAN FRANCISCO
PUBLIC LIBRARY

Monday, March 1, 2004
12:30 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Draft Proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Police Department, Volume II – Rule 203 – Equal Employment Opportunity Policy; Rule 209 – Position Classification and Related Rules; Rule 210 – Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 – Eligible Lists – Police Department; Rule 213 - Certification of Eligibles – Police Department. (File No. 0796-03-5) – Discussion and Possible Action

December 1, 2003:	Discussion continued to the meeting of December 15, 2003.
December 15, 2003:	Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.
January 20, 2004:	Continue discussions. Schedule a special meeting when the independent expert is available.

Presentation by independent expert, Dr. Herman Aguinis, on various selection procedures.

Recommendation: Open for Discussion.

IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 2/24/04

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
6-
5
/1/04
pecial

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Open Session

Monday, March 1, 2004
12:30 p.m.

DOCUMENTS DEPT.
MAR - 5 2004
SAN FRANCISCO
PUBLIC LIBRARY

I. The Special Meeting was call to order at 12:41 p.m.

Present:
President Morgan R. Gorrono
Vice President Linda Richardson
Commissioner Alicia D. Becerril (Arrived at 12:56 p.m. during Item III)
Commissioner Donald A. Casper
Commissioner Thomas T. Ng

President Morgan R. Gorrono presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

Michael Serujo, President, National Latino Peace Officers Association – San Francisco Metro Chapter, spoke on the need to get the word out on the proposed amendments and glad that there will be open hearings. Recognizes that POA is the bargaining agent but other groups should be involved and included.

III. Draft Proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Police Department, Volume II – Rule 203 – Equal Employment Opportunity Policy; Rule 209 – Position Classification and Related Rules; Rule 210 – Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 – Eligible Lists – Police Department; Rule 213 – Certification of Eligibles – Police Department. (File No. 0796-03-5) – Discussion and Possible Action

December 1, 2003:	Discussion continued to the meeting of December 15, 2003.
December 15, 2003:	Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.
January 20, 2004:	Continue discussions. Schedule a special meeting when the independent expert is available.

Presentation by independent expert, Dr. Herman Aguinis, on various selection procedures.

Public Comment:

Michael Serujo expressed his concerns and understands tests are not perfect, that secondary criteria takes a long time to draft and reach agreement and hopes to continue to participate in discussion on proposals.

Action: Continue with discussions. Schedule a Special Meeting within the next two weeks with a full Commission and only this item on the agenda. (Vote of 5 to 0)

IV. Adjournment.

2:26 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
65
4
/11/04

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

**Regular Meeting
of
March 1, 2004**

Order of Business

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 1, 2004
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of February 17, 2004

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0079-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4089-02/03	Public Health	Increase Amount $400,000 New Amount $1,000,000	Will provide as-needed, on-call professional radiology technologists with on-call availability, 7 days a week.	Regular	08/31/05

February 17, 2004: Postpone to the meeting of March 1, 2004 at the request of SEIU Local 790.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0124-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-03/04	Police	$420,000	Will provide the San Francisco Police Department with psychological evaluations of final entry level officer candidates and refinement of predictive validity assessment procedures.	Regular	06/30/06
4077-03/04	Police	$60,000	Will perform hair sample analysis to determine drug usage and historical patterns of drug usage for police officer, police reserve officer, police cadet, police service aide applicants for the police department.	Regular	06/30/06
4078-03/04	Police	$280,000	Will provide polygraph screening for entry level police officers, reserve officers, police cadets, and police service aides.	Regular	06/30/06
4079-03/04	Airport	$390,024	Will install hardware and software components of a new noise management system, train staff and provide support for 12 months after the system is functional.	Regular	10/31/05
4080-03/04	Public Utilities Commission (Water)	$200,000	Will provide technical consultation in specialized areas of wastewater treatment engineering related to current and future WPCD projects.	Regular	11/14/06

4081-03/04	Public Utilities Commission (Water)	$6,000,000	Will provide expert technical, master planning and professional engineering assistance for the San Francisco Clean Water Master Plan to include wastewater, storm water, and recycled water analysis.	Regular	05/31/07
4082-03/04	Public Utilities Commission (Water)	$350,000	Will provide treated and bottled water for the San Francisco Public Utilities Commission.	Regular	02/01/09
4083-03/04	Public Utilities Commission (Water)	$850,000	Will provide testing for material properties of existing steel and concrete structural elements above and below the waterline; perform corrosion surveys of representative steel and concrete elements both above and below waterline.	Regular	01/31/07
4084-03/04	Public Utilities Commission (Water)	$2,100,000	Will design and install a functionally complete and operational Photovoltaic (PV) system of approx. 250 kW and the Southeast Water Pollution Control Plant. The PV system will generate approx. 420,000 kilowatt-hours annually.	Regular	12/31/05
4085-03/04	Public Utilities Commission (Water)	$2,000,000	Will develop comprehensive and multi-faceted public outreach strategy to support all activities to take place during the master planning process, including Project Launch, Stakeholder Identification, Public Meeting, etc.	Regular	05/31/07
4086-03/04	Public Utilities Commission (Water)	$1,200,000	Will provide environmental document scoping, environmental background studies, alternatives analysis; preparation of draft environmental documents; Public review of draft environmental document, response to public comments.	Regular	03/15/08
4087-03/04	Children, Youth & Families	$509,799	Will provide production and distribution of unitized meals to the children and youth enrolled in the 2004 Mayor's Summer Food Service Program.	Regular	08/13/04
4018-03/04	Public Health	Increase Amount $538,188 New Amount $1,878,188	Will provide temporary laundry services for Laguna Honda Hospital. Services include picking up and processing soiled hospital laundry seven days per week, including holidays.	Regular	06/30/04

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by John Bowman of the rejection of application for IS Business Analyst - Assistant (Job Code 1051) (File No. 0475-03-4) – Action Item

September 15, 2003:	Postpone to the meeting of October 6, 2003 at the request of the Department of Human Resources.
October 6, 2003:	Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.
October 20, 2003:	Postpone to the meeting of November 17, 2003 at the request of the Department of Human Resources.
November 17, 2003:	Postpone to the meeting of December 1, 2003 at the request of the Department of Human Resources.
December 1, 2003:	Postpone to the meeting of February 2, 2004 at the request of Spike Kahn, IFPTE Local 21.
February 2, 2004:	Postpone to the meeting of February 17, 2004 at the request of David Coleman, IFPTE Local 21.
February 17, 2004:	Postpone to the meeting of March 1, 2004.
Recommendation:	Postpone to the meeting of April 5, 2004 at the request of the Human Resources Department.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Modernization of the Civil Service Merit System through an Internet-based Application Filing Service. (File No. 0125-04-1) – Action Item

Recommendation:	Accept the staff report.

(9) **Draft proposed amendments to Civil Service Commission Rules affecting Miscellaneous Employees and Service Critical Classes at the Municipal Transportation Agency, specifically 109 and 409 – Article V – Temporary Out of Class and 110 and 410 – Examination Announcements and Applicants. (File No. 0886-03-5) – Action Item**

July 1, 2002:	Directed Executive Officer to provide the Commission with suggestions on how to make clear in the Rules that "contemporaneous" out-of-class assignments be recorded to receive credit and a provision be provided to employees to request the out-of-class assignment be recorded.
January 5, 2004:	Request additional information and continue discussion at a meeting to be announced.
Recommendation:	Open for discussion.

(10) **Appeal by Stephen Clough of the background rejection for Transit Operator (Job Code 9163) with the Municipal Transportation Agency. (File No. 0893-03-4) – Action Item**

Recommendation:	Deny appeal; Sustain the recommended decision of the Director of Transportation not to lift the background waiver for Mr. Clough at this time.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(11) **Determination of future employability: Dismissal of permanent civil service appointment of Owen Brady, Executive Secretary I (Job Code 1450) Public Utilities Commission. (File No. 0433-02-7) - Action Item**

February 2, 2004:	Postpone to the meeting of March 1, 2004 at the request of Owen Brady.
Recommendation of the Department of Public Utilities Commission:	Sustain the recommendation of the Public Utilities Commission; No future employment with the City and County of San Francisco.

(12) **Determination of future employability: Disciplinary release from probationary appointment of John Bowman, IS Trainer Assistant (Job Code 1031) Department of Human Services. (File No. 0715-03-7) - Action Item**

February 2, 2004:	Postpone to the meeting of February 17, 2004 at the request of David Coleman, IFPTE Local 21.
February 17, 2004:	Reject the Department of Human Services' recommendation of no future employment with the Department of Human Services. (Vote of 2 to 2; Commissioners Casper and Ng dissent.) Postpone to the meeting of March 1, 2004 or when all five (5) Commissioners are present.
Recommendation of the Department of Human Services:	Accept the recommendation of the Department of Human Services; No future employment with the Department of Human Services.

EXECUTIVE OFFICER'S REPORT

(13) **Progress Report – Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100. (File No. 0887-03-1) – Action Item**

December 1, 2003:	Accept report on Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100.
January 5, 2004:	Accept Preliminary Report on the Board of Supervisors Salary; Proceed with salary survey and report progress to the Commission.
February 2, 2004:	Accept report.
Recommendation:	Open for discussion.

(14) **Progress Report - Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2004-05 in accordance with Charter Section A8.409.1. (File No. 0035-04-1) – Action Item**

February 2, 2004:	Accept report.
Recommendation:	Open for discussion.

(15) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(16) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

65
5
11/04

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

DOCUMENTS DEPT.
MAR - 5 2004
SAN FRANCISCO
PUBLIC LIBRARY

MINUTES

Regular Meeting
March 1, 2004

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:37 p.m.

ROLL CALL

President Morgan R. Gorrono	Present
Vice President Linda Richardson	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Thomas T. Ng	Present

President Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Spike Kahn, IFPTE Local 21 spoke on PSC #4079-03/04.

APPROVAL OF MINUTES

Regular Meeting of February 17, 2004

Action: Approve. (Vote of 4 to 0) The Commission granted Commissioner Gorrono's request to abstain from voting because he was not present for the meeting. (Vote of 4 to 0)

0079-04-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4089-02/03 *Over to 3/15/04*	Public Health	Increase Amount $400,000 New Amount $1,000,000	Will provide as-needed, on-call professional radiology technologists with on-call availability, 7 days a week.	Regular	08/31/05

February 17, 2004: Postpone to the meeting of March 1, 2004 at the request of SEIU Local 790.

Speakers: None.

Action: Postpone to the meeting of March 15, 2004 at the request of Department of Public Health. (Vote of 5 to 0)

0124-04-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-03/04 *Over to 3/15/04*	Police	$420,000	Will provide the San Francisco Police Department with psychological evaluations of final entry level officer candidates and refinement of predictive validity assessment procedures.	Regular	06/30/06
4077-03/04 *Withdrawn*	Police	$60,000	Will perform hair sample analysis to determine drug usage and historical patterns of drug usage for police officer, police reserve officer, police cadet, police service aide applicants for the police department.	Regular	06/30/06
4078-03/04	Police	$280,000	Will provide polygraph screening for entry level police officers, reserve officers, police cadets, and police service aides.	Regular	06/30/06
4079-03/04	Airport	$390,024	Will install hardware and software components of a new noise management system, train staff and provide support for 12 months after the system is functional.	Regular	10/31/05
4080-03/04	Public Utilities Commission (Water)	$200,000	Will provide technical consultation in specialized areas of wastewater treatment engineering related to current and future WPCD projects.	Regular	11/14/06
4081-03/04	Public Utilities Commission (Water)	$6,000,000	Will provide expert technical, master planning and professional engineering assistance for the San Francisco Clean Water Master Plan to include wastewater, storm water, and recycled water analysis.	Regular	05/31/07
4082-03/04	Public Utilities Commission (Water)	$350,000	Will provide treated and bottled water for the San Francisco Public Utilities Commission.	Regular	02/01/09

4083-03/04	Public Utilities Commission (Water)	$850,000	Will provide testing for material properties of existing steel and concrete structural elements above and below the waterline; perform corrosion surveys of representative steel and concrete elements both above and below waterline.	Regular	01/31/07
4084-03/04	Public Utilities Commission (Water)	$2,100,000	Will design and install a functionally complete and operational Photovoltaic (PV) system of approx. 250 kW and the Southeast Water Pollution Control Plant. The PV system will generate approx. 420,000 kilowatt-hours annually.	Regular	12/31/05
4085-03/04	Public Utilities Commission (Water)	$2,000,000	Will develop comprehensive and multi-faceted public outreach strategy to support all activities to take place during the master planning process, including Project Launch, Stakeholder Identification, Public Meeting, etc.	Regular	05/31/07
4086-03/04	Public Utilities Commission (Water)	$1,200,000	Will provide environmental document scoping, environmental background studies, alternatives analysis; preparation of draft environmental documents; Public review of draft environmental document, response to public comments.	Regular	03/15/08
4087-03/04	Children, Youth & Families	$509,799	Will provide production and distribution of unitized meals to the children and youth enrolled in the 2004 Mayor's Summer Food Service Program.	Regular	08/13/04
4018-03/04	Public Health	Increase Amount $538,188 New Amount $1,878,188	Will provide temporary laundry services for Laguna Honda Hospital. Services include picking up and processing soiled hospital laundry seven days per week, including holidays.	Regular	06/30/04

Speakers:

Sgt. Dennis Callaghan, San Francisco Police Department spoke on PSC #4076-03/04.
Gabe Karol, San Francisco International Airport,
E.R. Ganoung, Jr., San Francisco International Airport and Spike Kahn, IFPTE Local 21 spoke on PSC #4079-03/04.
Wendy Iwata, Public Utilities Commission spoke on PSC #4082-03/04.
Wendy Iwata, Public Utilities Commission, Betsy Lauppe, Public Utilities Commission and Spike Kahn, IFPTE Local 21 spoke on PSC #4085-03/04.

0124-04-8 (continued)

Action: Postpone PSC #4076-03/04 to the meeting of March 15, 2004. (Vote of 5 to 0)
PSC #4077-03/04 withdrawn. Approved by Civil Service Commission at meeting of February 2, 2004. (Vote of 5 to 0)
Adopt the Human Resources Director's report on PSC #4079-03/04. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 1; Commissioner Becerril dissents.)
Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0475-03-4 **Appeal by John Bowman of the rejection of application for IS Business Analyst - Assistant (Job Code 1051) (Item No. 7)**

September 15, 2003: Postpone to the meeting of October 6, 2003 at the request of the Department of Human Resources.

October 6, 2003: Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.

October 20, 2003: Postpone to the meeting of November 17, 2003 at the request of the Department of Human Resources.

November 17, 2003: Postpone to the meeting of December 1, 2003 at the request of the Department of Human Resources.

December 1, 2003: Postpone to the meeting of February 2, 2004 at the request of Spike Kahn, IFPTE Local 21.

February 2, 2004: Postpone to the meeting of February 17, 2004 at the request of David Coleman, IFPTE Local 21.

February 17, 2004: Postpone to the meeting of March 1, 2004.

Speakers: None.

Action: Postpone to the meeting of April 5, 2004 at the request of the Human Resources Department. (Vote of 5 to 0)

0125-04-1 **Modernization of the Civil Service Merit System through an Internet-based Application Filing Service. (Item No. 8)**

Speakers: Denise Cannonier-Craig, Department of Human Resources

Action: Accept the staff report. (Vote of 5 to 0)

0886-03-5 **Draft proposed amendments to Civil Service Commission Rules affecting Miscellaneous Employees and Service Critical Classes at the Municipal Transportation Agency, specifically 109 and 409 – Article V – Temporary Out of Class and 110 and 410 – Examination Announcements and Applicants. (Item No. 9)**

July 1, 2002: Directed Executive Officer to provide the Commission with suggestions on how to make clear in the Rules that "contemporaneous" out-of-class assignments be recorded to receive credit and a provision be provided to employees to request the out-of-class assignment be recorded.

January 5, 2004: Request additional information and continue discussion at a meeting to be announced.

Speakers: Kate Favetti, Executive Officer
Spike Kahn, IFPTE Local 21

Action: Accept report. Calendar for the meeting of April 19, 2004. (Vote of 5 to 0)

0893-03-4 **Appeal by Stephen Clough of the background rejection for Transit Operator (Job Code 9163) with the Municipal Transportation Agency. (Item No. 10)**

Speakers: None.

Action: Postpone to the meeting of April 19, 2004 at the request of the Municipal Transportation Agency. (Vote of 5 to 0)

0433-02-7 **Determination of future employability: Dismissal of permanent civil service appointment of Owen Brady, Executive Secretary I (Job Code 1450) Public Utilities Commission. (Item No. 11)**

February 2, 2004: Postpone to the meeting of March 1, 2004 at the request of Owen Brady.

Speakers: Therese Madden, Public Utilities Commission
Sylvia Courtney, Attorney
Owen Brady, Appellant

Action: Cancel any current examination and eligibility status; Future employment contingent upon reimbursement to Public Utilities Commission in the amount of $500.00 for parking; No future employment with the Public Utilities Commission.
(Vote of 5 to 0)

0715-03-7 **Determination of future employability: Disciplinary release from probationary appointment of John Bowman, IS Trainer Assistant (Job Code 1031) Department of Human Services. (Item No. 12)**

February 2, 2004:	Postpone to the meeting of February 17, 2004 at the request of David Coleman, IFPTE Local 21.
February 17, 2004:	Reject the Department of Human Services' recommendation of no future employment with the Department of Human Services. (Vote of 2 to 2; Commissioners Casper and Ng dissent.) Postpone to the meeting of March 1, 2004 or when all five (5) Commissioners are present.
Speakers:	Bruce Topp, Department of Human Services Spike Kahn, IFPTE Local 21
Action:	Postpone to the meeting of March 15, 2004 or when all five (5) Commissioners are present. (Vote of 5 to 0)

0887-03-1 **Progress Report – Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100. (Item No. 13)**

December 1, 2003:	Accept report on Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100.
January 5, 2004:	Accept Preliminary Report on the Board of Supervisors Salary; Proceed with salary survey and report progress to the Commission.
February 2, 2004:	Accept report.
Speakers:	None.
Action:	Postpone to the meeting of March 15, 2004 at the request of President Morgan Gorrono. (Vote of 5 to 0)

0035-04-1 **Progress Report - Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2004-05 in accordance with Charter Section A8.409.1. (Item No. 14)**

February 2, 2004: Accept report.

Speakers: None.

Action: Postpone to the meeting of March 15, 2004 at the request of President Morgan Gorrono. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Earnestine May-McNary and her Attorney, Paula Gustafson spoke on the completeness of the staff report on her pending appeal before the Civil Service Commission scheduled for the meeting of April 5, 2004.

ADJOURNMENT

5:20 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

65
4
/15/04
ecial
.2

ORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

DOCUMENTS DEPT.
MAR 11 2004
SAN FRANCISCO
PUBLIC LIBRARY
03-11-04 A1 :37

Agenda and Notice of Special Meeting

Monday, March 15, 2004
1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. In accordance with Civil Service Commission Rule 313.2.1; ".... For further clarification, prior to the issuance of any job announcement, secondary criteria shall be presented to the Civil Service Commission for its approval in advance and will be discussed in open session with all parties interested.", presentation by the Fire Department for approval of its draft proposed secondary criteria for H–30 Captain. (File 0033-04-5) – Discussion and Possible Action Item

February 2, 2004: Continue to Special Meeting of March 15, 2004 at 1:00 p.m. (Vote of 4 to 0)

Recommendation: Approve the secondary criteria proposed by the Fire Department for posting for meet and confer.

IV. Request for approval of settlement agreement to backdate civil service seniority for Denise Bailey in Class H-3 Firefighter Paramedic from January 30, 2003 to July 1, 2002. (Discussion and Possible Action)

Recommendation: Open for Discussion

V. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9(b)) - Conference with Legal Counsel - Anticipated Litigation.

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS DEFENDANT
(DISCUSSION AND POSSIBLE ACTION ITEM)
California Government Code Section 54956.9(b)
San Francisco Administrative Code Section 67.10(d)
Significant exposure to litigation: One Case; anticipated litigation brought by Denise Bailey pertaining to Agenda Item IV.

VI. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

B) Disclosure of action taken in closed session.

VII. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 3/9/04

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's
representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

c
65
5
/15/04
pecial

ORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

LICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

Minutes of Special Meeting

Monday, March 15, 2004
1:00 p.m.

DOCUMENTS DEPT.
MAR 19 2004
SAN FRANCISCO
PUBLIC LIBRARY

I. The Special Meeting was called to order at 1:05 p.m.

Present:
President Morgan R. Gorrono
Vice President Linda Richardson (Arrived at 1:13 during Item III)
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper (Arrived at 1:06 during Item III)
Commissioner Thomas T. Ng

President Morgan R. Gorrono presided

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. In accordance with Civil Service Commission Rule 313.2.1; ".... For further clarification, prior to the issuance of any job announcement, secondary criteria shall be presented to the Civil Service Commission for its approval in advance and will be discussed in open session with all parties interested.", presentation by the Fire Department for approval of its draft proposed secondary criteria for H–30 Captain. (File 0033-04-5) – Discussion and Possible Action Item.

February 2, 2004:	Continue to Special Meeting of March 15, 2004 at 1:00 p.m. (Vote of 4 to 0)
Speakers:	Assistant Deputy Chief Lorrie Kalos, San Francisco Fire Department
Action:	Schedule a Special Meeting on May 3rd, 2004 or at the earliest possible date following development of secondary criteria. (Vote of 5 to 0).

IV. Request for approval of settlement agreement to backdate civil service seniority for Denise Bailey in Class H-3 Firefighter Paramedic from January 30, 2003 to July 1, 2002. (Discussion and Possible Action)

Public Comment:

Joe Moriarty, Fire Fighters Local 798 requested Closed Session on behalf of Ms. Bailey

V. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9(b)) - Conference with Legal Counsel - Anticipated Litigation.

Action: The Commission voted to conduct a closed session. (Vote of 5 to 0)

Closed Session started at 1:42 p.m. in City Hall, Room 400 and the following were present:

President Morgan R. Gorrono
Vice President Linda Richardson
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Thomas T. Ng
Jesusa Bushong, Fire Department, Human Resources Division
Denise Cannonier-Craig, Department of Human Resources
Kate Favetti, Executive Officer, CSC
Lizzette Henríquez, Civil Service Commission
Anita Sanchez, Assistant Executive Officer, CSC
Rick Sheinfield, Deputy City Attorney
Marsha Stroope, Department of Human Resources
Ted Yamasaki, Department of Human Resources
Paul Zarefsky, City Attorney's Office

Speakers: Rick Sheinfield, Deputy City Attorney

Closed Session ended at 2:12 p.m.

VI. Reconvened in open session at 2:13 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 5 to 0)

B) Disclosure of action taken in closed session.

Action: The Commission voted to approve the settlement agreement and to backdate civil service seniority for Denise Bailey in Class H-3 Firefighter Paramedic from January 30, 2003 to July 1, 2002. (Vote of 3 to 2; Commissioner Casper and President Gorrono dissent)

VII. Adjournment.

2:14 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
65
4
/15/04

ORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

DOCUMENTS DEPT.
MAR 11 2004
SAN FRANCISCO
PUBLIC LIBRARY
03-11-04 A11:37

Regular Meeting
of
March 15, 2004

Order of Business

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS' OLD BUSINESS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 15, 2004
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Morgan R. Gorrono
Vice President Linda Richardson
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Thomas T. Ng

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of March 1, 2004 – 12:30 p.m. Open Session

Recommendation: Approve.

Regular Meeting of March 1, 2004

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0079-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4089-02/03	Public Health	Increase Amount $400,000 New Amount $1,000,000	Will provide as-needed, on-call professional radiology technologists with on-call availability, 7 days a week.	Regular	08/31/05

February 17, 2004:	Postpone to the meeting of March 1, 2004 at the request of SEIU Local 790.
March 1, 2004:	Postpone to the meeting of March 15, 2004 at the request of Department of Public Health.
Recommendation of the Human Resources Director:	Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0124-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-03/04	Police	$420,000	Will provide the San Francisco Police Department with psychological evaluations of final entry level officer candidates and refinement of predictive validity assessment procedures.	Regular	06/30/06

March 1, 2004:	Postpone to the meeting of March 15, 2004.
Recommendation of the Human Resources Director:	Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) Review of request for approval of proposed personal services contracts. (File No. 0145-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4088-03/04	Municipal Transportation Agency	$3,300,000	Will provide claims adjusting and consulting services for existing and new claims for workers' compensation benefits brought by MTA employees. Will also provide consulting services under a pilot project assisting MTA's study of new workers' compensation.	Regular	03/27/09
4089-03/04	Public Health	$4,000,000	Will provide clinically sound and culturally competent intensive outpatient mental health services for San Francisco residents who exhibit severe and/or disabling impairments related to an acute and/or chronic psychiatric or psychological condition.	Regular	06/30/06
4109-02/03	Children, Youth & Families	Increase Amount $10,260 New Amount $67,260	Will continue the citywide gang assessment process as initiated under the previous contractual agreement with the Office of Juvenile Justice and Delinquency Prevention and complete the Gang-Free Communities Assessment Report and Implementation Plan.	Regular	03/01/05

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Municipal Transportation Agency's report on appointments exempt from Civil Service under Charter Section 10.104-16 through 10.104.18. (File No. 0146-03-1) – Action Item

Recommendation: Adopt report.

(9) Municipal Transportation Agency's report on provisional appointments. (File No. 0147-03-1) – Action Item

Recommendation: Adopt report.

(10) **Department of Human Resources' report on appointments exempt from Civil Service under Charter Section 10.104-16 through 10.104.18. (File No. 0148-03-1) – Action Item**

Recommendation: Adopt report.

(11) **Department of Human Resources' report on provisional appointments. (File No. 0149-03-1) – Action Item**

Recommendation: Adopt report.

(12) **Proposed amendments to Civil Service Commission Rules 112.1, 312.1.2 and 412.1 – Eligible Lists to delete "Eligibles on lists governed by the Rule of the List shall be listed in alphabetical order and without reference to score." (File No. 0039-04-5) – Action Item**

February 2, 2004:	Rules 112.1 and 412.1 post for adoption.
February 20, 2004:	Rule 312.1.2 posted for adoption.
Recommendation:	Adopt.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(13) **Request to the Civil Service Commission for Marvelin Rance and Jeanne Lu to be granted status from Class 1847 Executive Aide to the Mayor's Office to Class 9775 Senior Community Development Specialist II. (File No. 0763-03-3) – Action Item**

Recommendation: Grant status to Marvelin Rance and Jeanne Lu from Class 1847 Executive Aide to the Mayor's Office to Class 9775 Senior Community Development Specialist II with an effective date of July 1, 2003 and advise the Mayor's Office of Housing to obtain appropriate budget approval to implement this classification action.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA
As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(14) Determination of future employability: Dismissal of permanent civil service appointment of John Neil Adza, Watershed Keeper Supervisor (Job Code 7270) Public Utilities Commission. (File No. 0363-02-7) - Action Item

February 2, 2004:	Postpone to the meeting of March 15, 2004 at the request of John Neil Adza.
Recommendation of the Department of Public Utilities Commission:	Sustain the recommendation of Public Utilities Commission; No future employment with the City and County of San Francisco.

(15) Determination of future employability: Disciplinary release from probationary appointment of John Bowman, IS Trainer Assistant (Job Code 1031) Department of Human Services. (File No. 0715-03-7) - Action Item

February 2, 2004:	Postpone to the meeting of February 17, 2004 at the request of David Coleman, IFPTE Local 21.
February 17, 2004:	Reject the Department of Human Services' recommendation of no future employment with the Department of Human Services. (Vote of 2 to 2; Commissioners Casper and Ng dissent.) Postpone to the meeting of March 1, 2004 or when all five (5) Commissioners are present.
March 1, 2004:	Postpone to the meeting of March 15, 2004.
Recommendation of the Department of Human Services:	Accept the recommendation of the Department of Human Services; No future employment with the Department of Human Services.

A. Vote on whether to hold closed session to discuss a personnel matter, San Francisco Administrative Code 67.10 (b), California Government Code Section 54957(b) - Personnel Matter and medical privacy.
ACTION ITEM

(1) PUBLIC EMPLOYEE APPOINTMENT/HIRING
Future positions in City employment to which appellant applies.
(Discussion and possible action Item)

A. Reconvene in open session

1) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a) (**Action Item)**

2) Disclosure of action taken in closed session.

COMMISSIONERS' NEW BUSINESS

(16) **Review of Pending Appeals Log as of March 9, 2004. (File No. 0151-04-1)**

Recommendation: Open for discussion.

EXECUTIVE OFFICER'S REPORT

(17) **Progress Report – Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100. (File No. 0887-03-1) – Action Item**

December 1, 2003:	Accept report on Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100.
January 5, 2004:	Accept Preliminary Report on the Board of Supervisors Salary; Proceed with salary survey and report progress to the Commission.
February 2, 2004:	Accept report.
March 1, 2004:	Postpone to the meeting of March 15, 2004 at the request of President Morgan R. Gorrono.
Recommendation:	Open for discussion.

(18) **Progress Report - Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2004-05 in accordance with Charter Section A8.409.1. (File No. 0035-04-1) – Action Item**

February 2, 2004:	Accept report.
March 1, 2004:	Postpone to the meeting of March 15, 2004 at the request of President Morgan R. Gorrono.
Recommendation:	Open for discussion.

(19) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(20) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
65
5
/15/04

ORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
March 15, 2004

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
MAR 19 2004
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:24 p.m.

ROLL CALL

President Morgan R. Gorrono	Present
Vice President Linda Richardson	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Thomas T. Ng	Present

President Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of March 1, 2004 – 12:30 p.m. Open Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of March 1, 2004

Action: Approve. (Vote of 5 to 0)

0079-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4089-02/03	Public Health	Increase Amount $400,000 New Amount $1,000,000	Will provide as-needed, on-call professional radiology technologists with on-call availability, 7 days a week.	Regular	*06/30/04*

February 17, 2004: Postpone to the meeting of March 1, 2004 at the request of SEIU Local 790.

March 1, 2004: Postpone to the meeting of March 15, 2004 at the request of Department of Public Health.

Speakers: Galen Leung, Department of Public Health
Robert Thomas, Department of Public Health

Action: Change duration from August 31, 2005 to June 30, 2004; Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0124-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-03/04	Police	$420,000	Will provide the San Francisco Police Department with psychological evaluations of final entry level officer candidates and refinement of predictive validity assessment procedures.	Regular	06/30/06

March 1, 2004: Postpone to the meeting of March 15, 2004.

Speakers: Lt. Daniel Mahoney, San Francisco Police Department

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0145-04-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4088-03/04	Municipal Transportation Agency	$3,300,000	Will provide claims adjusting and consulting services for existing and new claims for workers' compensation benefits brought by MTA employees. Will also provide consulting services under a pilot project assisting MTA's study of new workers' compensation.	Regular	03/27/09
4089-03/04	Public Health	$4,000,000	Will provide clinically sound and culturally competent intensive outpatient mental health services for San Francisco residents who exhibit severe and/or disabling impairments related to an acute and/or chronic psychiatric or psychological condition.	Regular	06/30/06
4109-02/03 *Withdrawn*	Children, Youth & Families	Increase Amount $10,260 New Amount $67,260	Will continue the citywide gang assessment process as initiated under the previous contractual agreement with the Office of Juvenile Justice and Delinquency Prevention and complete the Gang-Free Communities Assessment Report and Implementation Plan.	Regular	03/01/05

Speakers: Masai T. Burnett, Municipal Transportation Agency spoke on PSC #4088-03/04.
Galen Leung, Department of Public Health spoke on PSC #4089-03/04.

Action: PSC #4109-02/03 withdrawn. Adopt the Human Resources Director's report on PSC #4088-03/04 and PSC #4089-03/04. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0146-03-1 Municipal Transportation Agency's report on appointments exempt from Civil Service under Charter Section 10.104-16 through 10.104.18. (Item No. 8)

Speakers: None.

Action: Adopt report. (Vote of 5 to 0)

0147-03-1 Municipal Transportation Agency's report on provisional appointments. (Item No. 9)

Speakers: None.

Action: Adopt report. (Vote of 5 to 0)

0148-03-1	**Department of Human Resources' report on appointments exempt from Civil Service under Charter Section 10.104-16 through 10.104.18. (Item No. 10)**
	Speakers: Denise Cannonier-Craig, Department of Human Resources
	Action: Adopt report. (Vote of 5 to 0)
0149-03-1	**Department of Human Resources' report on provisional appointments. (Item No. 11)**
	Speakers: None.
	Action: Adopt report. (Vote of 5 to 0)
0039-04-5	**Proposed amendments to Civil Service Commission Rules 112.1, 312.1.2 and 412.1 – Eligible Lists to delete "Eligibles on lists governed by the Rule of the List shall be listed in alphabetical order and without reference to score." (Item No. 12)**
	February 2, 2004: Rules 112.1 and 412.1 post for adoption.
	February 20, 2004: Rule 312.1.2 posted for adoption.
	Speakers: None.
	Action: Adopt. (Vote of 5 to 0)
0763-03-3	**Request to the Civil Service Commission for Marvelin Rance and Jeanne Lu to be granted status from Class 1847 Executive Aide to the Mayor's Office to Class 9775 Senior Community Development Specialist II. (Item No. 13)**
	Speakers: Robert Pritchard, Department of Human Resources
	Action: Grant status to Marvelin Rance and Jeanne Lu from Class 1847 Executive Aide to the Mayor's Office to Class 9775 Senior Community Development Specialist II with an effective date of July 1, 2003 and advise the Mayor's Office of Housing to obtain appropriate budget approval to implement this classification action. (Vote of 5 to 0)

0363-02-7 **Determination of future employability: Dismissal of permanent civil service appointment of John Neil Adza, Watershed Keeper Supervisor (Job Code 7270) Public Utilities Commission. (Item No. 14)**

February 2, 2004: Postpone to the meeting of March 15, 2004 at the request of John Neil Adza.

Speakers: Therese Madden, Public Utilities Commission
John Neil Adza, Appellant

Action: Sustain the recommendation of Public Utilities Commission; No future employment with the City and County of San Francisco. (Vote of 4 to 1; President Morgan R. Gorrono dissents.)

0715-03-7 **Determination of future employability: Disciplinary release from probationary appointment of John Bowman, IS Trainer Assistant (Job Code 1031) Department of Human Services. (Item No. 15)**

February 2, 2004: Postpone to the meeting of February 17, 2004 at the request of David Coleman, IFPTE Local 21.

February 17, 2004: Reject the Department of Human Services' recommendation of no future employment with the Department of Human Services. (Vote of 2 to 2; Commissioners Casper and Ng dissent.) Postpone to the meeting of March 1, 2004 or when all five (5) Commissioners are present.

March 1, 2004: Postpone to the meeting of March 15, 2004.

Speakers: None.

Action: Postpone to the meeting of April 5, 2004 at the request of the Department of Human Services and IFPTE Local 21.
(Vote of 5 to 0)

0151-04-1 **Review of Pending Appeals Log as of March 9, 2004. (Item No. 16)**

Speakers: Kate Favetti, Executive Officer

Action: Accept report. (Vote of 4 to 0; Commissioner Becerril out of the hearing room.)

0887-03-1 Progress Report – Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100. (Item No. 17)

December 1, 2003:	Accept report on Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100.
January 5, 2004:	Accept Preliminary Report on the Board of Supervisors Salary; Proceed with salary survey and report progress to the Commission.
February 2, 2004:	Accept report.
March 1, 2004:	Postpone to the meeting of March 15, 2004 at the request of President Morgan R. Gorrono.
Speakers:	Yvette Gamble, Civil Service Commission
Action:	Accept report. (Vote of 5 to 0)

0035-04-1 Progress Report - Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2004-05 in accordance with Charter Section A8.409.1. (Item No. 18)

February 2, 2004:	Accept report.
March 1, 2004:	Postpone to the meeting of March 15, 2004 at the request of President Morgan R. Gorrono.
Speakers:	Anita Sanchez, Civil Service Commission
Action:	Accept report. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Vice President Linda Richardson inquired about the status of the outstanding invoice for outside counsel and the budget and requested a report at the next meeting.

ADJOURNMENT

4:06 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

"PLEASE POST ON ALL SAN FRANCISCO POLICE DEPARTMENT OFFICIAL BULLETIN BOARDS"

65
4
/22/04
pecial
2

ORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

Monday, March 22, 2004
1:00 p.m.

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Draft Proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Police Department, Volume II – Rule 203 – Equal Employment Opportunity Policy; Rule 209 – Position Classification and Related Rules; Rule 210 – Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 – Eligible Lists – Police Department; Rule 213 - Certification of Eligibles – Police Department. (File No. 0796-03-5) – Discussion and Possible Action

December 1, 2003:	Discussion continued to the meeting of December 15, 2003.
December 15, 2003:	Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.
January 20, 2004:	Continue discussions. Schedule a special meeting when the independent expert is available.
March 1, 2004:	Continue with discussions. Schedule a Special Meeting within the next two weeks with a full Commission and only this item on the agenda.
Recommendation:	Post Proposed Amendments for Meet and Confer.

IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 3/17/04

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
65
5
/22/04
pecial

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Open Session

Monday, March 22, 2004
1:00 p.m.

DOCUMENTS DEPT.
MAR 26 2004
SAN FRANCISCO
PUBLIC LIBRARY

I. The Special Meeting was call to order at 1:15 p.m.

Present:
President Morgan R. Gorrono
Vice President Linda Richardson
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Thomas T. Ng

President Morgan R. Gorrono presided

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

1. Vin Harrington, Attorney, Police Officers Association
2. Insp. Narda Gillespie, San Francisco Police Department
3. Mark Osuna, Sgt. Insp. San Francisco Police Department
4. Leanna Dawydiak, Sgt. San Francisco Police Department
5. Michael Serujo, President, National Latino Peace Officers Association
6. Gary Delagnes, President, Police Officers Association

III. Draft Proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Police Department, Volume II – Rule 203 – Equal Employment Opportunity Policy; Rule 209 – Position Classification and Related Rules; Rule 210 – Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 – Eligible Lists – Police Department; Rule 213 - Certification of Eligibles – Police Department. (File No. 0796-03-5) – Discussion and Possible Action

December 1, 2003:	Discussion continued to the meeting of December 15, 2003.
December 15, 2003:	Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.
January 20, 2004:	Continue discussions. Schedule a special meeting when the independent expert is available.

March 1, 2004:	Continue with discussions. Schedule a Special Meeting within the next two weeks with a full Commission and only this item on the agenda.
Speakers:	1. Chief Heather Fong, San Francisco Police Department 2. Vin Harrington, Attorney, Police Officers Association 3. Michael Serujo, President, National Latino Peace Officers Association 4. Insp. Narda Gillespie, San Francisco Police Department 5. Mark Osuna, Sgt. Insp. San Francisco Police Department

The meeting was recessed at 3:15 p.m. due to a fire alarm in the City Hall building.

Action: Adjourned due to lack of quorum caused by building evacuation, to the Regular Meeting of April 5, 2004.

IV. Adjournment.

4:02 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

65
4
5/04
.2

IORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

DOCUMENTS DEPT.
APR - 2 2004
SAN FRANCISCO
PUBLIC LIBRARY

Monday, April 5, 2004

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10(d) and California Government Code Section 54956.9 - Conference with Legal Counsel - Anticipated Litigation. (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS PLAINTIFF (DISCUSSION AND POSSIBLE ACTION ITEM)
Initiation of Litigation pursuant to California Government Code Section 54956.9 (c) and San Francisco Administrative Code Section 67.10(d):
One Case

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a) (ACTION ITEM)

B) Disclosure of action taken in closed session. (ACTION ITEM)

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 3/31/04

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
April 5, 2004

Including Resumption of
Adjourned Special Meeting of March 22, 2004

Order of Business

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 5, 2004
2:00 p.m.

Including Resumption of Adjourned Special Meeting of March 22, 2004

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Morgan R. Gorrono
Vice President Linda Richardson
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Thomas T. Ng

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of March 15, 2004 – 1:00 p.m. Open Session

Recommendation: Approve.

Regular Meeting of March 15, 2004

Recommendation: Approve.

Special Meeting of March 22, 2004 – 1:00 p.m. Open Session

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0212-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4090-03/04	Mayor's Office of Public Finance & Business Affairs	$250,000	Will provide financial advisory services pertaining to municipal debt, in particular general obligation bonds in connection with Laguna Honda Hospital. This service will include financial and legal analysis of the benefit of any credit enhancements.	Regular	06/30/07
4091-03/04	Public Works	$300,000	Will provide administrative and payroll services for the Department of Public Works' (DPW) Project Pull Program (Summer Youth Employment), which include recruiting San Francisco high school students to participate in the program.	Regular	06/30/06
4092-03/04	Emergency Communications	$100,000	Will prepare a City wide emergency disaster plan. The plan will be designed to coordinate all City departments and other resources, into a unified response, in a disaster or significant event. The City has not updated the existing plan since 1996.	Regular	11/05/04
4093-03/04	Human Resources	$100,000	Will conduct a workforce utilization study of the City's technical engineers and identify ways in which technical engineering job functions and duties can be restructured to fully employ incumbents' skills, education and specialized knowledge.	Regular	06/30/04
4094-03/04	Airport	$400,000	Will provide professional consulting services to assist the airlines represented by the San Francisco Airline Airport Affairs Committee (SFAAAC) in the review and analysis of the Airport's Rates and Charges and Capital Plan expenditures.	Regular	06/30/05
4095-03/04	Airport	$5,500,000	Will implement various security systems and facilities for which integration and operational support are required. Will provide functions related to Airport security: integrate baggage handling systems with the in-line explosive detection machines.	Regular	03/31/06

4096-03/04	Public Utilities Commission	$1,600,000	Will assist the SFPUC in specialized Tunnel Detail Design, Supplemental Geotechnical Services and provide Engineering Services Support for the Construction of the tunnel, shaft and connections to near surface and surface facilities of the Polhemus Tunnel.	Regular	01/31/07
4097-03/04	Public Utilities Commission	$3,500,000	Will provide coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; response to public comments; acquisition of regulatory permits and agency approvals.	Regular	06/14/08
4098-03/04	Municipal Transportation Agency	$1,201,884	Will provide a broad range of specialized vehicle engineering services, testing, administrative support, management and on-site inspection services, quality assurance, documentation in support of SF Muni Railway Electric Trolley Bus Procurement Project.	Regular	12/31/06
4099-03/04	Fire Department	Increase Amount $82,000 New Amount $132,000	Will perform physical fitness evaluation on uniformed Fire Department personnel including coronary risk factor evaluation, cardiovascular examination, and laboratory testing.	Regular	06/30/04

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Appeal by Earnestine May-McNary of the Human Resources Director's decision regarding her complaints of discrimination and retaliation. (File No. 0583-03-6 and 0641-03-6) – Action Item

February 17, 2004: Postpone to the meeting of April 5, 2004 at the request of Paula Gustafson, Attorney.

Recommendation: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.

(7) **Appeal by Earnestine May-McNary of the Executive Officer's decision to close the appeal on future employment restrictions. (File No. 0576-03-7) – Action Item**

February 17, 2004: Postpone to the meeting of April 5, 2004 at the request of Paula Gustafson, Attorney.

Recommendation: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.

(8) **Determination of future employability: Disciplinary release from probationary appointment of John Bowman, IS Trainer Assistant (Job Code 1031) Department of Human Services. (File No. 0715-03-7) - Action Item**

February 2, 2004: Postpone to the meeting of February 17, 2004 at the request of David Coleman, IFPTE Local 21.

February 17, 2004: Reject the Department of Human Services' recommendation of no future employment with the Department of Human Services. (Vote of 2 to 2; Commissioners Casper and Ng dissent.) Postpone to the meeting of March 1, 2004 or when all five (5) Commissioners are present.

March 1, 2004: Postpone to the meeting of March 15, 2004.

March 15, 2004: Postpone to the meeting of April 5, 2004 at the request of the Department of Human Resources and IFPTE Local 21.

Recommendation: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.

(9) **Appeal by John Bowman of the rejection of application for IS Business Analyst - Assistant (Job Code 1051) (File No. 0475-03-4) – Action Item**

September 15, 2003: Postpone to the meeting of October 6, 2003 at the request of the Department of Human Resources.

October 6, 2003: Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.

October 20, 2003: Postpone to the meeting of November 17, 2003 at the request of the Department of Human Resources.

November 17, 2003: Postpone to the meeting of December 1, 2003 at the request of the Department of Human Resources.

File No. 0475-03-4 (continued)

December 1, 2003: Postpone to the meeting of February 2, 2004 at the request of Spike Kahn, IFPTE Local 21.

February 2, 2004: Postpone to the meeting of February 17, 2004 at the request of David Coleman, IFPTE Local 21.

February 17, 2004: Postpone to the meeting of March 1, 2004.

March 1, 2004: Postpone to the meeting of April 5, 2004 at the request of the Human Resources Department.

Recommendation: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.

(10) Progress Report – Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100. (File No. 0887-03-1) – Action Item

December 1, 2003: Accept report on Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100.

January 5, 2004: Accept Preliminary Report on the Board of Supervisors Salary; Proceed with salary survey and report progress to the Commission.

February 2, 2004: Accept report.

March 1, 2004: Postpone to the meeting of March 15, 2004 at the request of President Morgan Gorrono.

March 15, 2004: Accept report.

Recommendation: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.

(11) City and County of San Francisco Equal Employment Opportunity Plan. (File No. 0213-04-1) – Action Item

Recommendation: Approve Equal Employment Opportunity Plan; transmit to Mayor's Office for submission to U.S. Department of Justice.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(12) **Proposed draft amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department – Volume II - Rule 203 - Equal Employment Opportunity Policy; Rule 209 - Position Classification and Related Rules; Rule 210 - Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 - Eligible Lists – Police Department; Rule 213 - Certification of Eligibles – Police Department. (File No. 0796-03-5) – Discussion & Possible Action Item**

December 1, 2003:	Discussion continued to the meeting of December 15, 2003.
December 15, 2003:	Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.
January 20, 2004:	Continue discussions. Schedule a Special Meeting when the independent expert is available.
March 1, 2004:	Continue with discussions. Schedule a Special Meeting within the next two weeks with a full Commission and only this item on the agenda.
March 22, 2004:	Adjourned due to lack of quorum caused by building evacuation, to the Regular Meeting of April 5, 2004.
Recommendation:	Post Proposed Amendments for meet and confer.

(13) A. Vote on whether to hold closed session to confer with the designated labor negotiator, San Francisco Administrative Code 67.10 (e) – ACTION ITEM

1) CONFERENCE WITH LABOR NEGOTIATOR
(Discussion and possible action Item)

California Government Code Sec. 54957.6(a),
San Francisco Administrative Code Section 67.10(e)
Kate Favetti, Executive Officer/Labor Negotiator, CSC
Organization: San Francisco Police Officers Association

Anticipated issue under negotiation:
Volume II – Rules Applicable to the Uniformed Ranks of the San Francisco Police Department:

- Rule 203 - Equal Employment Opportunity Policy
- Rule 209 - Position Classification and Related Rules
- Rule 210 - Police Examination Qualifications and Applicants
- Rule 211 – Examinations

File No. 0796-03-5 (continued)

- Rule 212 - Eligible Lists – Police Department
- Rule 213 - Certification of Eligibles – Police Department

(13) B. Reconvene in open session:

1. Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a) - (ACTION ITEM)
2. Disclosure of action taken in closed session – (ACTION ITEM)

Recommendation: Post Proposed Amendments for meet and confer.

(14) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(15) **ADJOURNMENT**

5/04
cial
sed

GAN

INDA
VI

LICIA
C

DONA
C

T
C

K
ECUT

NE

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

65
5
15/04
pecial
losed

ORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, April 5, 2004
1:00 p.m.

I. The Special Meeting was called to order at 1:06 p.m.

DOCUMENTS DEPT.
APR - 9 2004
SAN FRANCISCO
PUBLIC LIBRARY

Present:	President Morgan R. Gorrono Commissioner Alicia D. Becerril Commissioner Donald A. Casper Commissioner Thomas T. Ng
Not Present:	Vice President Linda Richardson

President Morgan R. Gorrono presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10(d) and California Government Code Section 54956.9 - Conference with Legal Counsel - Anticipated Litigation. (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed Session started at 1:07 p.m. in City Hall, Room 400 and the following were present:

President Morgan R. Gorrono
Alicia D. Becerril, Commissioner
Donald A. Casper, Commissioner
Thomas T. Ng, Commissioner
Vicki Clayton, Deputy City Attorney
Kate Favetti, Executive Officer, CSC
Lizzette Henríquez, Civil Service Commission
Anita Sanchez, Assistant Executive Officer, CSC
Paul Zarefsky, Deputy City Attorney

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS PLAINTIFF (DISCUSSION AND POSSIBLE ACTION ITEM)
Initiation of Litigation pursuant to California Government Code Section 54956.9 (c) and San Francisco Administrative Code Section 67.10(d): One Case

Closed Session ended at 2: 11 p.m.

IV. Reconvened in open session at 2:11

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 4 to 0)

V. Adjournment.

2:13 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

DOCUMENTS DEPT.
APR - 9 2004
SAN FRANCISCO
PUBLIC LIBRARY

MINUTES

Regular Meeting
April 5, 2004

Including Resumption of Adjourned Special Meeting of March 22, 2004

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:13 p.m.

ROLL CALL

President Morgan R. Gorrono	Present
Vice President Linda Richardson	Not Present (Arrived at 3:59 p.m. during Item #13 Closed Session)
Commissioner Alicia D. Becerril	Present (Departed at 4:50 p.m.)
Commissioner Donald A. Casper	Present
Commissioner Thomas T. Ng	Present

President Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of March 15, 2004 – 1:00 p.m. Open Session

Action: Approve. (Vote of 4 to 0)

Regular Meeting of March 15, 2004

Action: Approve. (Vote of 4 to 0)

Special Meeting of March 22, 2004 – 1:00 p.m. Open Session

Action: Approve. (Vote of 4 to 0)

0212-04-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4090-03/04	Mayor's Office of Public Finance & Business Affairs	$250,000	Will provide financial advisory services pertaining to municipal debt, in particular general obligation bonds in connection with Laguna Honda Hospital. This service will include financial and legal analysis of the benefit of any credit enhancements.	Regular	06/30/07
4091-03/04	Public Works	$300,000	Will provide administrative and payroll services for the Department of Public Works' (DPW) Project Pull Program (Summer Youth Employment), which include recruiting San Francisco high school students to participate in the program.	Regular	06/30/06
4092-03/04	Emergency Communications	$100,000	Will prepare a City wide emergency disaster plan. The plan will be designed to coordinate all City departments and other resources, into a unified response, in a disaster or significant event. The City has not updated the existing plan since 1996.	Regular	11/05/04
4093-03/04	Human Resources	$100,000	Will conduct a workforce utilization study of the City's technical engineers and identify ways in which technical engineering job functions and duties can be restructured to fully employ incumbents' skills, education and specialized knowledge.	Regular	06/30/04
4094-03/04	Airport	$400,000	Will provide professional consulting services to assist the airlines represented by the San Francisco Airline Airport Affairs Committee (SFAAAC) in the review and analysis of the Airport's Rates and Charges and Capital Plan expenditures.	Regular	06/30/05

4095-03/04	Airport	$5,500,000	Will implement various security systems and facilities for which integration and operational support are required. Will provide functions related to Airport security: integrate baggage handling systems with the in-line explosive detection machines.	Regular	03/31/06
4096-03/04	Public Utilities Commission	$1,600,000	Will assist the SFPUC in specialized Tunnel Detail Design, Supplemental Geotechnical Services and provide Engineering Services Support for the Construction of the tunnel, shaft and connections to near surface and surface facilities of the Polhemus Tunnel.	Regular	01/31/07
4097-03/04	Public Utilities Commission	$3,500,000	Will provide coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; response to public comments; acquisition of regulatory permits and agency approvals.	Regular	06/14/08
4098-03/04	Municipal Transportation Agency	$1,201,884	Will provide a broad range of specialized vehicle engineering services, testing, administrative support, management and on-site inspection services, quality assurance, documentation in support of SF Muni Railway Electric Trolley Bus Procurement Project.	Regular	12/31/06
4099-03/04	Fire Department	Increase Amount $82,000 New Amount $132,000	Will perform physical fitness evaluation on uniformed Fire Department personnel including coronary risk factor evaluation, cardiovascular examination, and laboratory testing.	Regular	06/30/04

Speakers: Thomas Strong, San Francisco Police Department spoke on PSC #4092-03/04.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0583-03-6 & 0641-03-6 **Appeal by Earnestine May-McNary of the Human Resources Director's decision regarding her complaints of discrimination and retaliation. (Item No. 6)**

February 17, 2004: Postpone to the meeting of April 5, 2004 at the request of Paula Gustafson, Attorney.

Speakers: None.

Action: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono. (Vote of 4 to 0)

0576-03-7 **Appeal by Earnestine May-McNary of the Executive Officer's decision to close the appeal on future employment restrictions. (Item No. 7)**

February 17, 2004:	Postpone to the meeting of April 5, 2004 at the request of Paula Gustafson, Attorney.
Speakers:	None.
Action:	Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono. (Vote of 4 to 0)

0715-03-7 **Determination of future employability: Disciplinary release from probationary appointment of John Bowman, IS Trainer Assistant (Job Code 1031) Department of Human Services. (Item No. 8)**

February 2, 2004:	Postpone to the meeting of February 17, 2004 at the request of David Coleman, IFPTE Local 21.
February 17, 2004:	Reject the Department of Human Services' recommendation of no future employment with the Department of Human Services. (Vote of 2 to 2; Commissioners Casper and Ng dissent.) Postpone to the meeting of March 1, 2004 or when all five (5) Commissioners are present.
March 1, 2004:	Postpone to the meeting of March 15, 2004.
March 15, 2004:	Postpone to the meeting of April 5, 2004 at the request of the Department of Human Resources and IFPTE Local 21.
Speakers:	None.
Action:	Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono. (Vote of 4 to 0)

0475-03-4 Appeal by John Bowman of the rejection of application for IS Business Analyst - Assistant (Job Code 1051) (Item No. 9)

September 15, 2003: Postpone to the meeting of October 6, 2003 at the request of the Department of Human Resources.

October 6, 2003: Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.

October 20, 2003: Postpone to the meeting of November 17, 2003 at the request of the Department of Human Resources.

November 17, 2003: Postpone to the meeting of December 1, 2003 at the request of the Department of Human Resources.

December 1, 2003: Postpone to the meeting of February 2, 2004 at the request of Spike Kahn, IFPTE Local 21.

February 2, 2004: Postpone to the meeting of February 17, 2004 at the request of David Coleman, IFPTE Local 21.

February 17, 2004: Postpone to the meeting of March 1, 2004.

March 1, 2004: Postpone to the meeting of April 5, 2004 at the request of the Human Resources Department.

Speakers: None.

Action: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono. (Vote of 4 to 0)

0887-03-1 Progress Report – Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100. (Item No. 10)

December 1, 2003: Accept report on Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100.

January 5, 2004: Accept Preliminary Report on the Board of Supervisors Salary; Proceed with salary survey and report progress to the Commission.

0887-03-1 (continued)

February 2, 2004: Accept report.

March 1, 2004: Postpone to the meeting of March 15, 2004 at the request of President Morgan Gorrono.

March 15, 2004: Accept report.

Speakers: None.

Action: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono. (Vote of 4 to 0)

0213-04-1 City and County of San Francisco Equal Employment Opportunity Plan. (Item No. 11)

Speakers: None.

Action: Approve Equal Employment Opportunity Plan; transmit to Mayor's Office for submission to U.S. Department of Justice. (Vote of 4 to 0)

0796-03-5 Proposed draft amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department – Volume II - Rule 203 - Equal Employment Opportunity Policy; Rule 209 - Position Classification and Related Rules; Rule 210 - Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 - Eligible Lists – Police Department; Rule 213 - Certification of Eligibles – Police Department. (Items No. 12 &13)

December 1, 2003: Discussion continued to the meeting of December 15, 2003.

December 15, 2003: Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.

January 20, 2004: Continue discussions. Schedule a Special Meeting when the independent expert is available.

March 1, 2004: Continue with discussions. Schedule a Special Meeting within the next two weeks with a full Commission and only this item on the agenda.

March 22, 2004: Adjourned due to lack of quorum caused by building evacuation, to the Regular Meeting of April 5, 2004.

RESUMPTION OF ADJOURNED SPECIAL MEETING OF MARCH 22, 2004

Speakers:	Denise Cannonier-Craig, Department of Human Resources Acting Chief Heather Fong, San Francisco Police Department Dan Leydon, Police Officers Association Mark Osuna, San Francisco Police Department Jason Fox, San Francisco Police Department Terri Brady, San Francisco Police Department

Vote on whether to hold closed session to confer with the designated labor negotiator, San Francisco Administrative Code 67.10 (e) – ACTION ITEM

Action:	The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed session started at 3:50 p.m. in City Hall, Room 400 and the following were present:

President Morgan R. Gorrono, Civil Service Commission
Vice President Linda Richardson, Civil Service Commission (Arrived at 3:59 p.m.)
Alicia D. Becerril, Commissioner (Departed at 4:50 p.m.)
Donald A. Casper, Commissioner
Thomas Ng, Commissioner
Kate Favetti, Executive Officer Civil Service Commission
Anita Sanchez, Assistant Executive Officer Civil Service Commission
Gloria Sheppard, Civil Service Commission
Paul Zarefsky, Deputy City Attorney
Denise Cannonier-Craig, Assistant Deputy Director, Department of Human Resources

Closed session ended at 4:55 p.m.

Reconvened in open session at 4:56 p.m.

Vote to elect whether to disclose any or all discussions held in Closed Session. (San Francisco Administrative Code Section 67.12(a)

Action:	The Commission voted to disclose the actions taken in Closed Session. (Vote of 4 to 0)

Disclosure of action in closed session:

At the direction of President Morgan R. Gorrono the Executive Officer, Civil Service Commission reported the actions taken in closed session as follows:

(1) Sever Draft Proposed Amendments to Rule 203 – Equal Employment Opportunity Policy; Include with Draft Proposed Amendments to Rules 103, 303 and 403 and calendar for the meeting of April 19, 2004. (Vote of 4 to 0)

(2) Draft proposed amendments to Rule 211.2 – Frequency of Promotional Examinations

Remove proposed language: "However, if a test is due and there is no funding or no vacancy or anticipated vacancy in a rank, the Human Resources Director may postpone the administration of an examination in said class until such time as a vacancy or funding is anticipated." (Vote of 4 to 0) Return to original language.

(3) Draft proposed amendments to Rule 212.7 – Cancellation of Eligibility

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

(4) Draft proposed amendments to Rule 212.8 – Merging of Eligible Lists

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

(5) Draft proposed amendments to Rule 212.4 – Duration of Elilgibility on Continuous Lists and Rule 212.5 – Duration of Discrete Eligible Lists and Eligibility

Maintain duration of eligible lists to 48 months maximum. (Vote of 4 to 0)

(6) Draft proposed amendment to Rule 213.6 – Certification of Promotive Eligible Lists (Note: Commissioner Linda Richardson arrived at 3:59 p.m.)

Remove draft proposed amendments applying the Statistically Valid Grouping for certification of promotive eligible lists;

Proposed amendment – "Rule of Five (5) Scores" for promotive eligible lists; (Vote of 3 to 2; Commissioners Becerril and Richardson dissent.)

Disclosure of action in closed session continued:

Note: Commissioner Becerril departed at 4:50 p.m.

(7) Maintain draft proposed amendments to Rule 213 - Certification of Eligibles on Secondary Criteria (Vote of 4 to 0)

(8) Continue to meeting of April 19, 2004 for public comment and recommendation to post for meet and confer. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:59 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5

9/04
ecial

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

"PLEASE POST ON ALL SAN FRANCISCO POLICE DEPARTMENT OFFICIAL BULLETIN BOARDS"

DOCUMENTS DEPT.
APR 1 4 2004
SAN FRANCISCO
PUBLIC LIBRARY

Agenda and Notice of Special Meeting – *Special Meeting*

Monday, April 19, 2004
1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Draft Proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Police Department, Volume II Rule 209 – Position Classification and Related Rules; Rule 210 – Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 – Eligible Lists – Police Department; Rule 213 - Certification of Eligibles – Police Department. (File No. 0796-03-5) – Discussion and Possible Action

December 1, 2003:	Discussion continued to the meeting of December 15, 2003.
December 15, 2003:	Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.
January 20, 2004:	Continue discussions. Schedule a special meeting when the independent expert is available.
March 1, 2004:	Continue with discussions. Schedule a Special Meeting within the next two weeks with a full Commission and only this item on the agenda.
March 22, 2004:	Adjourned due to lack of quorum caused by building evacuation, to the Regular Meeting of April 5, 2004.
April 5, 2004:	At the direction of President Morgan R. Gorrono the Executive Officer, Civil Service Commission reported the actions taken in closed session as follows: 1) Sever Draft Proposed Amendments to Rule 203 – Equal Employment Opportunity Policy; Include with Draft Proposed Amendments to Rules 103, 303 and

2) Draft proposed amendments to Rule 211.2 – Frequency of Promotional Examinations

Remove proposed language: "However, if a test is due and there is no funding or no vacancy or anticipated vacancy in a rank, the Human Resources Director may postpone the administration of an examination in said class until such time as a vacancy or funding is anticipated." (Vote of 4 to 0) Return to original language.

3) Draft proposed amendments to Rule 212.7 – Cancellation of Eligibility

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

4) Draft proposed amendments to Rule 212.8 – Merging of Eligible Lists

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

5) Draft proposed amendments to Rule 212.4 – Duration of Eligibility on Continuous Lists and Rule 212.5 – Duration of Discrete Eligible Lists and Eligibility

Maintain duration of eligible lists to 48 months maximum. (Vote of 4 to 0)

6) Draft proposed amendment to Rule 213.6 – Certification of Promotive Eligible Lists (Note: Commissioner Linda Richardson arrived at 3:59 p.m.)

Remove draft proposed amendments applying the Statistically Valid Grouping for certification of promotive eligible lists;

Proposed amendment – "Rule of Five (5) Scores" for promotive eligible lists; (Vote of 3 to 2; Commissioners Becerril and Richardson dissent.)

Note: Commissioner Becerril departed at 4:50 p.m.

7) Maintain draft proposed amendments to Rule 213 - Certification of Eligibles on Secondary Criteria (Vote of 4 to 0)

8) Continue to meeting of April 19, 2004 for public comment and recommendation to post for meet and confer.
(Vote of 4 to 0)

Recommendation: Post Proposed Amendments for meet and confer.

IV. A.) Vote on whether to hold closed session to confer with the designated labor negotiator, San Francisco Administrative Code 67.10 (e) – ACTION ITEM

1) CONFERENCE WITH LABOR NEGOTIATOR
(Discussion and possible action Item)

California Government Code Sec. 54957.6(a),
San Francisco Administrative Code Section 67.10(e)
Kate Favetti, Executive Officer/Labor Negotiator, CSC
Organization: San Francisco Police Officers Association

Anticipated issue under negotiation:
Volume II – Rules Applicable to the Uniformed Ranks of the San Francisco Police Department:

- Rule 209 - Position Classification and Related Rules
- Rule 210 - Police Examination Qualifications and Applicants
- Rule 211 – Examinations
- Rule 212 - Eligible Lists – Police Department
- Rule 213 - Certification of Eligibles – Police Department

B.) Reconvene in open session:

1. Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a) (ACTION ITEM)
2. Disclosure of action taken in closed session. (ACTION ITEM)

Recommendation: Post Proposed Amendments for meet and confer.

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 4/13/04

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

65
5
/19/04
pecial

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting

Monday, April 19, 2004
1:00 p.m.

DOCUMENTS DEPT.
APR 23 2004
SAN FRANCISCO
PUBLIC LIBRARY

I. The Special Meeting was called to order at 1:10 p.m.

Present:
President Morgan R. Gorrono
Vice President Linda Richardson
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Thomas T. Ng

President Morgan R. Gorrono presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Draft Proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Police Department, Volume II Rule 209 – Position Classification and Related Rules; Rule 210 – Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 – Eligible Lists – Police Department; Rule 213 - Certification of Eligibles – Police Department. (File No. 0796-03-5) – Discussion and Possible Action

December 1, 2003: Discussion continued to the meeting of December 15, 2003.

December 15, 2003: Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.

January 20, 2004: Continue discussions. Schedule a special meeting when the independent expert is available.

March 1, 2004: Continue with discussions. Schedule a Special Meeting within the next two weeks with a full Commission and only this item on the agenda.

March 22, 2004: Adjourned due to lack of quorum caused by building evacuation, to the Regular Meeting of April 5, 2004.

April 5, 2004: At the direction of President Morgan R. Gorrono the Executive Officer, Civil Service Commission reported the actions taken in closed session as follows:

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

1) Sever Draft Proposed Amendments to Rule 203 – Equal Employment Opportunity Policy; Include with Draft Proposed Amendments to Rules 103, 303 and 403 and calendar for the meeting of April 19, 2004. (Vote of 4 to 0)

2) Draft proposed amendments to Rule 211.2 – Frequency of Promotional Examinations

Remove proposed language: "However, if a test is due and there is no funding or no vacancy or anticipated vacancy in a rank, the Human Resources Director may postpone the administration of an examination in said class until such time as a vacancy or funding is anticipated." (Vote of 4 to 0) Return to original language.

3) Draft proposed amendments to Rule 212.7 – Cancellation of Eligibility

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

4) Draft proposed amendments to Rule 212.8 – Merging of Eligible Lists

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

5) Draft proposed amendments to Rule 212.4 – Duration of Eligibility on Continuous Lists and Rule 212.5 – Duration of Discrete Eligible Lists and Eligibility

Maintain duration of eligible lists to 48 months maximum. (Vote of 4 to 0)

6) Draft proposed amendment to Rule 213.6 – Certification of Promotive Eligible Lists (Note: Commissioner Linda Richardson arrived at 3:59 p.m.)

Remove draft proposed amendments applying the Statistically Valid Grouping for certification of promotive eligible lists;

Proposed amendment – "Rule of Five (5) Scores" for promotive eligible lists; (Vote of 3 to 2; Commissioners Becerril and Richardson dissent.)

Note: Commissioner Becerril departed at 4:50 p.m.

7) Maintain draft proposed amendments to Rule 213 - Certification of Eligibles on Secondary Criteria (Vote of 4 to 0)

8) Continue to meeting of April 19, 2004 for public comment and recommendation to post for meet and confer.
(Vote of 4 to 0)

IV. A.) Vote on whether to hold closed session to confer with the designated labor negotiator, San Francisco Administrative Code 67.10 (e) – ACTION ITEM

Action: The Commission voted to conduct a closed session. (Vote of 4 to 1; President Gorrono dissents)

Closed Session started at 1:19 p.m. in City Hall, Room 400 and the following were present:

President Morgan R. Gorrono
Vice President Linda Richardson
Alicia D. Becerril, Commissioner
Donald A. Casper, Commissioner
Thomas T. Ng, Commissioner
Kate Favetti, Executive Officer, CSC
Andrea Gourdine, Human Resources Director
Anita Sanchez, Assistant Executive Officer, CSC
Molly S. Stump, Deputy City Attorney
Paul Zarefsky, Deputy City Attorney

1) CONFERENCE WITH LABOR NEGOTIATOR
(Discussion and possible action Item)

California Government Code Sec. 54957.6(a),
San Francisco Administrative Code Section 67.10(e)
Kate Favetti, Executive Officer/Labor Negotiator, CSC
Organization: San Francisco Police Officers Association

Anticipated issue under negotiation:
Volume II – Rules Applicable to the Uniformed Ranks of the San Francisco Police Department:

- Rule 209 - Position Classification and Related Rules
- Rule 210 - Police Examination Qualifications and Applicants
- Rule 211 – Examinations
- Rule 212 - Eligible Lists – Police Department
- Rule 213 - Certification of Eligibles – Police Department

Closed Session ended at 2:20 p.m.

B.) Reconvened in open session at 2:21 p.m.

1. Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a) (ACTION ITEM)

   Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 5 to 0)

2. Disclosure of action taken in closed session. (ACTION ITEM)

Action: The Commission voted to disclose the actions taken in Closed Session. (Vote of 5 to 0)

At the direction of President Morgan R. Gorrono the Executive Officer, Civil Service Commission reported the actions taken in closed session as follows:

(1) Post for meet and confer proposed amendments to Rules 209, 210, 211, and 212. (Vote of 5-0)

(2) Post for meet and confer proposed amendments to Rule 213 with Rule of Five (5) Scores for promotive eligible list and delete Statistically Valid Grouping. (Vote of 3-2; Commissioners Becerril and Richardson dissent)

V. Adjournment.

2:14 p.m.

The meeting is adjourned in respect to the memory of Police Officer Isaac Espinoza, killed in the line of duty on Saturday, April 10, 2004.

The citizenry of San Francisco is the beneficiary of the heroic acts of the San Francisco Police force and especially those of Officer Isaac Espinoza. We hold him in high esteem for paying the ultimate price of a civil servant.

The Executive Officer is directed to send a communication to Officer Espinoza's family with condolences from the Civil Service Commission. (Vote of 5 to 0)

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5
1
19/04

DOCUMENTS DEPT.
APR 1 4 2004
SAN FRANCISCO
PUBLIC LIBRARY

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
April 19, 2004

Order of Business

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 19, 2004
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Morgan R. Gorrono
Vice President Linda Richardson
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Thomas T. Ng

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of April 5, 2004 – 1:00 p.m. Closed Session

Recommendation: Approve.

Regular Meeting of April 5, 2004

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0243-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4100-03/04	Human Rights Commission	$70,000	Will provide statistical analysis of City expenditures and contract reporting required by Section 12.D.A. of the City Charter by analyzing data from the DTIS maintained Diversity Tracking System on a quarterly basis.	Regular	06/30/04
4101-03/04	Administrative Services/ Mayor's Office on Disability	$70,000	Will provide review of architectural plans for City building(s) modifications and will advise whether construction meets physical access requirements of the Americans with Disabilities Act and other applicable rules and regulations.	Regular	04/14/07

Recommendation of the Human Resources Director:	Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Determination of future employability: Disciplinary release from probationary appointment of John Bowman, IS Trainer Assistant (Job Code 1031) Department of Human Services. (File No. 0715-03-7) - Action Item

February 2, 2004:	Postpone to the meeting of February 17, 2004 at the request of David Coleman, IFPTE Local 21.

File No. 0715-03-7 (continued)

February 17, 2004:	Reject the Department of Human Services' recommendation of no future employment with the Department of Human Services. (Vote of 2 to 2; Commissioners Casper and Ng dissent.) Postpone to the meeting of March 1, 2004 or when all five (5) Commissioners are present.
March 1, 2004:	Postpone to the meeting of March 15, 2004.
March 15, 2004:	Postpone to the meeting of April 5, 2004 at the request of the Department of Human Resources and IFPTE Local 21.
April 5, 2004:	Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.
Recommendation:	Off calendar.

(7) **Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2004-2005. (File No. 0244-04-3) – Action Item**

Recommendation: Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2004.

(8) **Appeal by David Johnson of the Human Resources Director's determination of insufficient evidence to support complaint of discrimination and retaliation against the San Francisco Fire Department. (File No. 0809-03-6) - Action Item**

Recommendation: Postpone to the meeting of May 17, 2004 at the request of David Johnson.

(9) **Appeal by Earnestine May-McNary of the Human Resources Director's decision regarding her complaints of discrimination and retaliation. (File No. 0583-03-6 and 0641-03-6) – Action Item**

February 17, 2004:	Postpone to the meeting of April 5, 2004 at the request of Paula Gustafson, Attorney.
April 5, 2004:	Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.
Recommendation:	Postpone to the meeting of May 3, 2004 at the request of Paula Gustafson, Attorney and the Department of Human Resources.

(10) **Appeal by Earnestine May-McNary of the Executive Officer's decision to close the appeal on future employment restrictions. (File No. 0576-03-7) – Action Item**

February 17, 2004:	Postpone to the meeting of April 5, 2004 at the request of Paula Gustafson, Attorney.
April 5, 2004:	Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.
Recommendation:	Postpone to the meeting of May 3, 2004 at the request of Paula Gustafson, Attorney and the Executive Officer, Civil Service Commission.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) **Review of request for approval of proposed personal services contracts. (File No. 0245-04-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4102-03/04	Mayor's Office	$220,000	Will manage production of the Mayor's annual budget book; edit copy provided by budget staff; and work with reproduction department in layout and physical production of budget book.	Regular	08/30/07

Recommendation of the Human Resources Director:	Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(12) **Appeal by Stephen Clough of the background rejection for Transit Operator (Job Code 9163) with the Municipal Transportation Agency. (File No. 0893-03-4) – Action Item**

March 1, 2004:	Postpone to the meeting of April 19, 2004 at the request of the Municipal Transportation Agency.
Recommendation:	Deny appeal; Sustain the recommended decision of the Director of Transportation not to lift the background waiver for Mr. Clough at this time.

(13) **Appeal by Winona Jones of the Human Resources Director's determination of insufficient evidence to support complaint of retaliation against the San Francisco Fire Department. (File No. 0824-03-6) - Action Item**

Recommendation:	Adopt report. Sustain the decision of the Human Resources Director; deny the appeal by Winona Jones.

(14) **San Francisco Fire Department's appointment of Anthony Branchcomb as a provisional H – 20 Lieutenant. (File No. 0248-03-5) - Action Item**

Recommendation:	Open for discussion

(15) **Appeal by Rhonda Porter of the Human Resources Director's action on her complaint of employment discrimination. (File No. 0845-03-6) - Action Item**

Recommendation:	Deny the appeal. Sustain the decision of the Human Resources Director.

(16) **Draft proposed amendments to Civil Service Commission Rules affecting Miscellaneous Employees and Service Critical Classes at the Municipal Transportation Agency, specifically 109 and 409 – Article V – Temporary Out of Class and 110 and 410 – Examination Announcements and Applicants. (File No. 0886-03-5) – Action Item**

July 1, 2002:	Directed Executive Officer to provide the Commission with suggestions on how to make clear in the Rules that "contemporaneous" out-of-class assignments be recorded to receive credit and a provision be provided to employees to request the out-of-class assignment be recorded.
January 5, 2004:	Request additional information and continue discussion at a meeting to be announced.
March 1, 2004:	Accept report. Calendar for the meeting of April 19, 2004.
Recommendation:	Open for discussion.

(17) **Draft proposed amendments to Civil Service Commission Rule Series 003 – Equal Employment Opportunity Policy applicable to all employees. (File No. 0886-03-5) – Action Item**

Recommendation:	Post proposed amendments to Rule Series 003 – Equal Employment Opportunity applicable to all employees.

(18) **Appeal by John Bowman of the rejection of application for IS Business Analyst - Assistant (Job Code 1051) (File No. 0475-03-4) – Action Item**

September 15, 2003:	Postpone to the meeting of October 6, 2003 at the request of the Department of Human Resources.
October 6, 2003:	Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.
October 20, 2003:	Postpone to the meeting of November 17, 2003 at the request of the Department of Human Resources.

File No. 0475-03-4 (continued)

November 17, 2003: Postpone to the meeting of December 1, 2003 at the request of the Department of Human Resources.

December 1, 2003: Postpone to the meeting of February 2, 2004 at the request of Spike Kahn, IFPTE Local 21.

February 2, 2004: Postpone to the meeting of February 17, 2004 at the request of David Coleman, IFPTE Local 21.

February 17, 2004: Postpone to the meeting of March 1, 2004.

March 1, 2004: Postpone to the meeting of April 5, 2004 at the request of the Human Resources Department.

April 5, 2004: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.

Recommendation: Deny the appeal of John Bowman; Adopt the Human Resources Director's report.

(19) **Final Report on the Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2004-05 in accordance with Charter Section A8.409-1. (File No. 0035-04-1) – Action Item**

February 2, 2004: Accept report.

March 1, 2004: Postpone to the meeting of March 15, 2004 at the request of President Morgan R. Gorrono.

Recommendation: Open for discussion; certify salary and benefits of elected officials no later than May 17, 2004.

(20) **Progress Report – Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100. (File No. 0887-03-1) – Action Item**

December 1, 2003: Accept report on Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100.

January 5, 2004: Accept Preliminary Report on the Board of Supervisors Salary; Proceed with salary survey and report progress to the Commission.

February 2, 2004: Accept report.

File No. 0887-03-1 (continued)

March 1, 2004:	Postpone to the meeting of March 15, 2004 at the request of President Morgan Gorrono.
March 15, 2004:	Accept report.
April 5, 2004:	Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.
Recommendation:	Open for discussion.

(21) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(22) ADJOURNMENT

ORGA

LINDA
V

ALICI
C

DON
C

C

EXECU

VAN

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

April 8, 2004

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: **DRAFT PROPOSED AMENDMENTS TO CIVIL SERVICE COMMISSION RULES AFFECTING MISCELLANEOUS EMPLOYEES AND SERVICE CRITICAL CLASSES AT THE MUNICIPAL TRANSPORTATION AGENCY, SPECIFICALLY RULES 109 AND 409 – ARTICLE V – TEMPORARY OUT OF CLASS ASSIGNMENTS AND RULES 110 AND 410 – EXAMINATION ANNOUNCEMENTS AND APPLICANTS.**

The above matter will be considered by the Civil Service Commission at a meeting to be held on **April 19, 2004** at **2:00 p.m.** in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the regular agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is preferable. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

DOCUMENTS DEPT.
APR 12 2004
SAN FRANCISCO PUBLIC LIBRARY

Attachment

cc: Javier Ayala, Painter's Union Local 4, 2660 Newhall Street, S.F., CA 94124
Eliza Bates, IRA, CAIR, 337-17th Street, Suite 10, Oakland, CA 94612
David Baumann, Auto Mechanics Lodge No. 1414, 150 South Blvd., San Mateo, CA 94402-2470
Madison Bland, Stationary Engineers Local 39, 337 Valencia Street, S.F., CA 94103
George Brown, Cement Masons Local 580, 150 Executive Park, Suite 1000, S.F., CA 94134
Rafael Cabrera, Local 250-A, AFL-CIO, 1508 Fillmore St., Ste. 211, S.F., CA 94115
Carl Carey, Operating Engineers Local 3, 828 Mahler Rd., Suite B, Burlingame, CA 94010
John Casey, Bay Counties DCC, 448 Hegenberger Rd., Oakland, CA 94621-1418

Alex Corns, Hod Carriers Local 36, 6229-A Mission St., Daly City, CA 94014
F.X. Crowley, I.A.T.S.E. Local 16, 240 Second Street, 1st Floor, S.F., CA 94105
Allen Dunbar, Local 250, SEIU, AFL-CIO, 3019 Mission Street, S.F., CA 94110
Duane Hadley, DA Investigators Assoc., P.O. Box 77567, S.F., CA 94107
Daniel Harrington, Teamsters Local 853, 1103 Airport Blvd., So.S.F., CA 94080
Tom Harrison, Laborers Union Local 261, 3271 - 18th Street, S.F., CA 94110
Ramon Hernandez, Laborers Union Local 261, 3271 - 18th Street, S.F., CA 94110
Larry Jacobson, MRPO, 25 Van Ness Avenue, Suite 400, S.F., CA 94102
Leo Juarez, Roofers & Waterproofers Local 40, 150 Executive Park Blvd., Ste. 3625, S.F., CA 94134-3309
Dennis Kelly, United Educators of S.F., Local 61, 2310 Mason Street, S.F., CA 94133
Lt. Gary Kong, IPOA, Inc., P.O. Box 410867, S.F., CA 94141-0867
John Kosinski, SEIU, Local 250, 3019 Mission Street, S.F., CA 94110
Daniela Kraiem, McCarthy, Johnson & Miller, 595 Market Street, Suite 2200, S.F., CA 94105
Joseph Lanthier, Teamsters Local 856, 453 San Mateo Ave., San Bruno, CA 94066
Glenda Lavigne, Transport Workers Union, Local 200, 1426 Fillmore St., Ste. 223, S.F., CA 94115
Ed Lieberman, Municipal Executives' Assoc., 870 Market Street, Room 460, S.F., CA 94102-3011
Sidney Martin, Cement Masons Local 580, 150 Executive Park, Suite 1000, S.F., CA 94134
Larry Mazzola, Plumbers & Steamfitters Local 38, 1621 Market Street, S.F., CA 94103
Tim McCormick, IRA, CAIR/SEIU Local 250, 560 - 20th Street, Oakland, CA 94612-1602
Greg Miranda, Bricklayers & Allied Craftsmen Local 3, 8400 Enterprise Way, Ste. 103, Oakland, CA 94621
Josie Mooney, SEIU Local 790, 1390 Market St., Ste. 1118, S.F., CA 94102-5305
Josie Mooney, S.F. Labor Council, 1188 Franklin St., #203, S.F., CA 94109
Robert Morales, Teamsters Local No. 350, 295 - 89th Street, Suite 304, Daly City, CA 94015
Chester Murphy, Plasterers' & Shophands' Local 66, 150 Executive Park., Ste. 1200, S.F., CA 94134
David Novogrodsky, IFPTE/SFAPP Local 21, 1182 Market St., Room 425, S.F., CA 94102-4921
John J. O'Rourke, Electrical Workers Local 6, 55 Fillmore St., S.F., CA 94117
Thomas Owen, M.A.A., c/o Ropers Majeski Kohn & Bentley, 333 Market St., Ste 3150, S.F., CA 94105
LaWanna Preston, SEIU Local 790, 1390 Market St., Ste.1118, S.F., CA 94102-5305
Dan Prince, Ironworkers Local 377, 570 Barneveld Street, S.F., CA 94124
David Rhodes, Pile Drivers Local 34, 55 Hegenberger Pl., Oakland, CA 94621-1301
Sal Rosselli, Local 250, SEIU, AFL-CIO, 1338 Mission Street, S.F., CA 94103
Mary Ellen Scherer, SFOCRA, Civic Center Courthouse, Room 103, 400 McAllister St., S.F., CA 94102
William Sisk, Local 250-A, AFL-CIO, 1508 Fillmore St., Ste. 211, S.F., CA 94115
Stanley Smith, SFBCTC, 2660 Newhall St., Room 116, S.F., CA 94124-2527
Dermott (Jerry) Sullivan, Building Inspectors Assoc., 1660 Mission St., S.F., CA 94103
Mark Van Zevern, District Council No. 16, IUPAT, 8400 Enterprise Way, Room 124, Oakland, CSA 94621
Stanley Warren, BCTC, 150 Executive Park, Ste. 4700, S.F., CA 94124-2527
Albert Waters, II, Deputy Sheriffs' Assoc., 850 Bryant St., Ste. 700, S.F., CA 94103
Michael Weinberg, SEIU Local 535, 661-27th Street, Oakland, CA 94612-0920
Robert Weinmann M.D., Physicians & Dentists (UAPD), 1330 Broadway St., Ste. 730, Oakland, CA 94612
William M. Wong, NCCRC Local No. 22 & BIA, 2085 – 3rd St., Ste., S.F., CA 94107
Bruce Word, Sheet Metal Workers' Local 104, 2610 Crow Canyon Rd., Ste. 300, San Ramon, CA 94583-1547
Douglas P. Yamamoto, Glaziers Local 718, 80 Carolina St., Ste. 200, S.F., CA 94103
All DPO's by e-mail
Commission File
Commissioners Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5

9/04

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
April 19, 2004

DOCUMENTS DEPT.
APR 23 2004
SAN FRANCISCO
PUBLIC LIBRARY

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:26 p.m.

ROLL CALL

President Morgan R. Gorrono	Not present
Vice President Linda Richardson	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Thomas T. Ng	Present

Vice President Linda Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Criss Romero, IFPTE Local 21 indicated that he would be speaking on Item # 16.

APPROVAL OF MINUTES – Action Item

Special Meeting of April 5, 2004 – 1:00 p.m. Closed Session

Action: Approve. (Vote of 4 to 0)

Regular Meeting of April 5, 2004

Action: Approve. (Vote of 4 to 0)

0243-04-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4100-03/04	Human Rights Commission	$70,000	Will provide statistical analysis of City expenditures and contract reporting required by Section 12.D.A. of the City Charter by analyzing data from the DTIS maintained Diversity Tracking System on a quarterly basis.	Regular	06/30/04
4101-03/04	Administrative Services/ Mayor's Office on Disability	$70,000	Will provide review of architectural plans for City building(s) modifications and will advise whether construction meets physical access requirements of the Americans with Disabilities Act and other applicable rules and regulations.	Regular	04/14/07

Speakers: Roel Villacarlos, Human Rights Commission spoke on PSC #4100-03/04.
Susan Mizner, Esquire, Mayor's Office on Disability spoke on PSC #4100-03/04.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0715-03-7 Determination of future employability: Disciplinary release from probationary appointment of John Bowman, IS Trainer Assistant (Job Code 1031) Department of Human Services. (Item No. 6)

February 2, 2004: Postpone to the meeting of February 17, 2004 at the request of David Coleman, IFPTE Local 21.

February 17, 2004: Reject the Department of Human Services' recommendation of no future employment with the Department of Human Services. (Vote of 2 to 2; Commissioners Casper and Ng dissent.) Postpone to the meeting of March 1, 2004 or when all five (5) Commissioners are present.

March 1, 2004: Postpone to the meeting of March 15, 2004.

March 15, 2004: Postpone to the meeting of April 5, 2004 at the request of the Department of Human Resources and IFPTE Local 21.

0715-03-7 (continued)

April 5, 2004: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.

Speakers: None.

Action: Off calendar. The Department of Human Services withdrew its recommendation on future employment. (Vote of 4 to 0)

0244-04-3 **Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2004-2005. (Item No. 7)**

Speakers: None.

Action: Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2004. (Vote of 4 to 0)

0809-03-6 **Appeal by David Johnson of the Human Resources Director's determination of insufficient evidence to support complaint of discrimination and retaliation against the San Francisco Fire Department. (Item No. 8)**

Speakers: None.

Action: Postpone to the meeting of May 17, 2004 at the request of David Johnson. (Vote of 4 to 0)

Appeal by Earnestine May-McNary of the Human Resources Director's decision regarding her complaints of discrimination and retaliation. (File No. 0583-03-6 and 0641-03-6)

February 17, 2004: Postpone to the meeting of April 5, 2004 at the request of Paula Gustafson, Attorney.

April 5, 2004: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.

Speakers: None.

Action: Postpone to the meeting of May 3, 2004 at the request of the Department of Human Resources. (Vote of 4 to 0)

0576-03-7 **Appeal by Earnestine May-McNary of the Executive Officer's decision to close the appeal on future employment restrictions. (Item No. 9)**

February 17, 2004: Postpone to the meeting of April 5, 2004 at the request of Paula Gustafson, Attorney.

April 5, 2004: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.

Speakers: None.

Action: Postpone to the meeting of May 3, 2004 at the request of the Executive Officer, Civil Service Commission. (Vote of 4 to 0)

0245-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 10)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4102-03/04	Mayor's Office	$220,000	Will manage production of the Mayor's annual budget book; edit copy provided by budget staff; and work with reproduction department in layout and physical production of budget book.	Regular	08/30/07

Speakers: Erin McGrath, Mayor's Budget Office

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0893-03-4 **Appeal by Stephen Clough of the background rejection for Transit Operator (Job Code 9163) with the Municipal Transportation Agency. (Item No. 12)**

March 1, 2004: Postpone to the meeting of April 19, 2004 at the request of the Municipal Transportation Agency.

Speakers: None.

Action: Off calendar. The Municipal Transportation Agency withdrew the decision to reject Mr. Clough based on background. (Vote of 4 to 0)

0824-03-6 **Appeal by Winona Jones of the Human Resources Director's determination of insufficient evidence to support complaint of retaliation against the San Francisco Fire Department. (Item No. 13)**

Speakers: None.

Action: Adopt report. Sustain the decision of the Human Resources Director; deny the appeal by Winona Jones. (Vote of 4 to 0) Ms. Jones failed to appear.

0248-03-5 **San Francisco Fire Department's appointment of Anthony Branchcomb as a provisional H – 20 Lieutenant. (Item No. 14)**

Speakers:
Elizabeth Jacobi, Department of Human Resources
Andrea Gourdine, Human Resources Director

Action:

(1) Renew appointment of Lt. Anthony Branchcomb as a provisional H – 20 Lieutenant. (Vote of 3 to 1; Vice President Linda Richardson dissents.)

(2) San Francisco Fire Department to report to the Civil Service Commission on their selection procedures on provisional appointments. (Vote of 4 to 0)

0845-03-6 **Appeal by Rhonda Porter of the Human Resources Director's action on her complaint of employment discrimination. (Item No. 15)**

Speakers:
Dorothy Yee, Department of Human Resources
Rhonda Porter, Appellant
Mark Vandiver, San Francisco Public Library
Donna Marion, San Francisco Public Library
Vivian Pisano, San Francisco Public Library

Action: Deny the appeal. Sustain the decision of the Human Resources Director. (Vote of 3 to 1; Vice President Linda Richardson dissents.)

0886-03-5 **Draft proposed amendments to Civil Service Commission Rules affecting Miscellaneous Employees and Service Critical Classes at the Municipal Transportation Agency, specifically 109 and 409 – Article V – Temporary Out of Class and 110 and 410 – Examination Announcements and Applicants. (Item No. 16)**

July 1, 2002: Directed Executive Officer to provide the Commission with suggestions on how to make clear in the Rules that "contemporaneous" out-of-class assignments be recorded to receive credit and a provision be provided to employees to request the out-of-class assignment be recorded.

0886-03-5 (continued)

January 5, 2004:	Request additional information and continue discussion at a meeting to be announced.
March 1, 2004:	Accept report. Calendar for the meeting of April 19, 2004.
Speakers:	Criss Romero, IFPTE Local 21
Action:	Calendar for the meeting of May 3, 2004 to post for meet and confer. (Vote of 4 to 0)

0886-03-5 **Draft proposed amendments to Civil Service Commission Rule Series 003 – Equal Employment Opportunity Policy applicable to all employees. (Item No. 17)**

Speakers:	None.
Action:	Post proposed amendments to Rule Series 003 – Equal Employment Opportunity applicable to all employees. (Vote of 4 to 0)

0475-03-4 **Appeal by John Bowman of the rejection of application for IS Business Analyst - Assistant (Job Code 1051) (Item No. 18)**

September 15, 2003:	Postpone to the meeting of October 6, 2003 at the request of the Department of Human Resources.
October 6, 2003:	Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.
October 20, 2003:	Postpone to the meeting of November 17, 2003 at the request of the Department of Human Resources.
November 17, 2003:	Postpone to the meeting of December 1, 2003 at the request of the Department of Human Resources.
December 1, 2003:	Postpone to the meeting of February 2, 2004 at the request of Spike Kahn, IFPTE Local 21.
February 2, 2004:	Postpone to the meeting of February 17, 2004 at the request of David Coleman, IFPTE Local 21.
February 17, 2004:	Postpone to the meeting of March 1, 2004.

0475-03-4 (continued)

March 1, 2004: Postpone to the meeting of April 5, 2004 at the request of the Human Resources Department.

April 5, 2004: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.

Speakers: None.

Action: Off calendar in accordance with settlement agreement. (Vote of 4 to 0)

0035-04-1 **Final Report on the Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2004-05 in accordance with Charter Section A8.409-1. (Item No. 19)**

February 2, 2004: Accept report.

March 1, 2004: Postpone to the meeting of March 15, 2004 at the request of President Morgan R. Gorrono.

Speakers: Anita Sanchez, Assistant Executive Officer Civil Service Commission

Action: Accept report; schedule for action to certify salary and benefits of elected officials at the meeting of May 17, 2004. (Vote of 4 to 0)

0887-03-1 **Progress Report – Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100. (Item No. 20)**

December 1, 2003: Accept report on Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100.

January 5, 2004: Accept Preliminary Report on the Board of Supervisors Salary; Proceed with salary survey and report progress to the Commission.

February 2, 2004: Accept report.

March 1, 2004: Postpone to the meeting of March 15, 2004 at the request of President Morgan Gorrono.

0887-03-1 (continued)

March 15, 2004: Accept report.

April 5, 2004: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.

Speakers: Yvette Gamble, Civil Service Commission

Action: Accept report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:39 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/04

RGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

LICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

Monday, April 26, 2004
2:30 p.m.

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
APR 22 2004
SAN FRANCISCO
PUBLIC LIBRARY

04-22-04 A10:37 RCVD

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Process and Procedures on filling the upcoming vacancy of the position of Human Resources Director due to impending retirement of incumbent – Personnel Matter (File No. 0274-04-1) – Discussion and Possible Action

Recommendation: Open for Discussion.

IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 4/21/04

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAN R. GORRONO
PRESIDENT

NDA RICHARDSON
VICE PRESIDENT

ICIA D. BECERRIL
COMMISSIONER

ONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

Minutes of Special Meeting – Open Session

Monday, April 26, 2004
2:30 p.m.

DOCUMENTS DEPT.
APR 29 2004
SAN FRANCISCO
PUBLIC LIBRARY

I. The Special Meeting was call to order at 2:34 p.m.

Present: President Morgan R. Gorrono
Vice President Linda Richardson
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper (Arrived at 2:36 p.m.)
Not Present: Commissioner Thomas T. Ng

President Morgan R. Gorrono presided

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Process and Procedures on filling the upcoming vacancy of the position of Human Resources Director due to impending retirement of incumbent – Personnel Matter (File No. 0274-04-1) – Discussion and Possible Action

Speakers: Kate Favetti, Executive Officer
Paul Zarefsky, Deputy City Attorney

Action: Proceed with the process as described in the staff report. (Vote of 4 to 0)

IV. Adjournment.

3:12 p.m.

RGAN

NDA
VI

LCIA
C

DONA
C

T
C

K
ECU

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
65
4
/3/04

IORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

DOCUMENTS DEPT.
APR 29 2004
SAN FRANCISCO
PUBLIC LIBRARY
04-29-04 A10:26

Regular Meeting
of
May 3, 2004

Order of Business

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATIONS AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curb-side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 3, 2004
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Morgan R. Gorrono
Vice President Linda Richardson
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Thomas T. Ng

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES** – **Action Item**

Special Meeting of April 19, 2004 – 1:00 p.m. Closed Session

Recommendation: Approve.

Regular Meeting of April 19, 2004

Recommendation: Approve.

Special Meeting of April 26, 2004 – 2:30 p.m. Open Session

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

COMMENDATIONS AGENDA

(5) **Commendation for James Horan upon his retirement after 38 years of service to the City & County of San Francisco. (File No. 0295-04-1) – Action Item**

Recommendation: Approve.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0296-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-04/05	Port	$60,000	Will provide education and community outreach services at the Port's Heron's Head Park.	Annual	06/30/05
1001-04/05	Administrative Services	$8,640	Will provide technical support, maintenance, and periodic upgrade of the Chameleon Animal Case Management Computer Propriety Software.	Annual	06/30/05
1002/04/05	Animal Care and Control	$57,000	Will provide as-needed after-hour, weekend, and holiday emergency veterinary service.	Annual	06/30/05
1003-04/05	Administrative Services	$22,000	Will provide pick up of the remains of dead animals from Animal Care & Control shelter three times a week.	Annual	06/30/05
1004-4/05	Administrative Services	$10,000	Will pick-up native wildlife from the animal shelter; and provide long-term care, rehabilitation, and release of the wildlife after initial veterinary medical evaluation.	Annual	06/30/05
1005-04/05	Administrative Services	$6,000	Will provide an environmental enrichment program for long-term shelter dogs that have been rescued from abusive owners and/or neglectful situations.	Annual	06/30/05
1006-04/05	Administrative Services	$0	Will provide Spay/Neuter surgeries for animals that are put up for adoption at the city's animal shelter. This is a reimbursement program. The SF SPCA will only be reimbursed after money from the customer has been collected. It is no cost to the city.	Annual	06/30/05
1007-04/05	Administrative Services	$9,900	Will provide design, layout, printing and editing of semi-annual editions of "Tail of the City" the SFACC Newsletter sent to donors and stakeholders.	Annual	06/30/05
2001-03/04	Human Services	$7,804,568	Will provide outreach; counseling; employment assessment; vocational training; work readiness; referral and placement services; and job retention support in CalWORKs and PAES and other low-income individuals seeking employment.	Continuing	06/30/09
2002-03/04	Human Services	$8,659,969	Will provide case management and related family support services to County residents in the home or in those communities with historically highest rate of children in foster care.	Continuing	06/30/09

2003-03/04	Human Services	$44,336,891	To serve as the employer of record for the In-Home Supportive Services Program, establish a central registry, provide enrollment in a comprehensive health benefit system, advocacy and other support services for 12,000 homecare workers.	Continuing	06/30/09
2004-03/04	Human Services	$20,519,260	Will provide case management and support services to homeless individuals and families living in shelters, single resident occupancy hotels, or transitional housing.	Continuing	06/30/09
2005-03/04	Human Services	$45,505,760	Will provide childcare services to low-income and CalWORKs families through partnerships with other licensed providers in various identified target neighborhoods.	Continuing	06/30/09
2006-03/04	Human Services	$4,411,784	Will provide services to identify, recruit, train and support Foster Parent Services, Independent Living Skills Services, and Adoption Services for the County.	Continuing	06/30/09
2007-03/04	Human Services	$29,455,678	Will provide homeless individuals and families with emergency shelter and light meals.	Continuing	06/30/09
4103-03/04	Public Utilities Commission (Water)	$2,300,000	Will provide SFPUC with specialized corrosion control services on an as needed basis by supplementing, developing, training, and assisting City staff to provide the benefits of corrosion avoidance.	Regular	04/06/07
4104-03/04	Police	$80,000	Will provide independent investigation into allegations of police misconduct in the November 20, 2002 Union Street incident.	Regular	07/15/04
4105-03/04	Municipal Transportation Agency	$160,000	Will provide removal and replacement (R&R) of diesel motor coach transmissions, analysis of transmission failures and other transmission repair by Stewart & Stevenson, the authorized repair facility of Allison transmissions.	Regular	06/30/05
4106-03/04	Public Utilities Commission (Water)	$375,000	Will perform professional engineering work in the field of water treatment and operations at the Harry Tracy Water Treatment Plant (HTWTP). Work will include design, construction support, and the performance testing phase.	Regular	03/31/07
4107-03/04	Port	$230,000	Will provide underwriting services for a refunding of the Port's 1994 Revenue Refunding Bonds, which are callable at 10% on July 1, 2004.	Regular	12/31/04
4108-03/04	Administrative Services	$3,000,000	Will audit current equipment maintenance contracts and to compare costs to actual cost of maintenance using time-and-material basis where appropriate and will assume all the risks of cost overruns.	Regular	09/14/06
4109-03/04	Parking & Traffic Commission	$700,000	Will provide a commercial-off-the-shelf central transportation management software, develop software interfaces between the central software and City field devices, provide computer hardware for the system to run on, establish the communications network.	Regular	11/30/05

4110-03/04	Environment	$150,000	Will provide consolidation of recyclables and potentially compostables from interior receptacles into exterior containers, and must be able to work flexible hours and have the ability to visit facilities in a single workday.	Regular	06/30/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) **Appeal by Earnestine May-McNary of the Human Resources Director's decision regarding her complaints of discrimination and retaliation. (File No. 0583-03-6 and 0641-03-6) – Action Item**

February 17, 2004: Postpone to the meeting of April 5, 2004 at the request of Paula Gustafson, Attorney.

April 5, 2004: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.

April 19, 2004: Postpone to the meeting of May 3, 2004 at the request of the Human Resources Director.

Recommendation: Postpone to the meeting of May 17, 2004 at the request of Civil Service Commission staff.

(8) **Appeal by Earnestine May-McNary of the Executive Officer's decision to close the appeal on future employment restrictions. (File No. 0576-03-7) – Action Item**

February 17, 2004: Postpone to the meeting of April 5, 2004 at the request of Paula Gustafson, Attorney.

April 5, 2004: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.

April 19, 2004: Postpone to the meeting of May 3, 2004 at the request of the Executive Officer, Civil Service Commission.

Recommendation: Postpone to the meeting of May 17, 2004 at the request of Civil Service Commission staff.

(9) Appeal by Bennette Nulph of the Human Resources Director's decision on her complaint of sexual harassment, disparate treatment and retaliation. (File No. 0304-03-6) – Action Item

February 17, 2004:	Postpone to the meeting of May 3, 2004 at the request of Bennette Nulph.
Recommendation:	Postpone to the meeting of June 21, 2004 at the request of Bennette Nulph. This will be the last continuance granted.

(10) Draft proposed amendments to Civil Service Commission Rules affecting Miscellaneous Employees and Service Critical Classes at the Municipal Transportation Agency, specifically 109 and 409 – Article V – Temporary Out of Class and 110 and 410 – Examination Announcements and Applicants. (File No. 0886-03-5) – Action Item

July 1, 2002:	Directed Executive Officer to provide the Commission with suggestions on how to make clear in the Rules that "contemporaneous" out-of-class assignments be recorded to receive credit and a provision be provided to employees to request the out-of-class assignment be recorded.
January 5, 2004:	Request additional information and continue discussion at a meeting to be announced.
March 1, 2004:	Accept report. Calendar for the meeting of April 19, 2004.
April 19, 2004:	Calendar for the meeting of May 3, 2004 to post for meet and confer.
Recommendation:	Post for meet and confer.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) Appeal by Angel Orozco following the Police Department's background investigation and recommendation of rejection for Q – 2 Police Officer and the decision of the Human Resources Director to uphold recommendation. (File No. 0160-04-4) – Action Item

Recommendation:	Adopt report. Sustain recommendation of the Police Department; deny appeal by Angel Orozco.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) **Determination of future employability: Termination of provisional appointment of Gary Hendershott, General Laborer (Job Code 7514) with the Public Utilities Commission. (File No. 0054-03-7) - Action Item**

Recommendation of the Public Utilities Commission:	Accept the recommendation of the Public Utilities Commission; Cancel any current examination and eligibility status with the City and County of San Francisco.

HUMAN RESOURCES DIRECTOR'S REPORT

(13) **Report of Charter Exempt positions under Charter Section 10.104-1 through 10.104-12. (File No. 0297-04-1) – Action Item**

Recommendation:	Adopt the Human Resources Director's report.

EXECUTIVE OFFICER'S REPORT

(14) **Progress Report – Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100. (File No. 0887-03-1) – Action Item**

December 1, 2003:	Accept report on Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100.
January 5, 2004:	Accept Preliminary Report on the Board of Supervisors Salary; Proceed with salary survey and report progress to the Commission.
February 2, 2004:	Accept report.
March 1, 2004:	Postpone to the meeting of March 15, 2004 at the request of President Morgan Gorrono.
March 15, 2004:	Accept report.

File No. 0887-03-1 (continued)

April 5, 2004:	Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.
April 19, 2004:	Accept report.
Recommendation:	Open for discussion.

(15) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(16) ADJOURNMENT

The Civil Service Commission takes this opportunity to honor and pay tribute to all City and County of San Francisco employees who have dedicated themselves to public service and joins in celebrating May 2 through May 8, 2004, as Public Service Recognition Week.

RGAN

LINDA
VI

ALICIA
C

DONA
C

T
C

K
XECU

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

65
5
13/04

IORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

DOCUMENTS DEPT.
MAY - 7 2004
SAN FRANCISCO
PUBLIC LIBRARY

MINUTES
Regular Meeting

May 3, 2004
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:01 p.m.

ROLL CALL

President Morgan R. Gorrono	Not present
Vice President Linda Richardson	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Thomas T. Ng	Present

Vice President Linda Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of April 19, 2004 – 1:00 p.m. Closed Session

Action: Approve. (Vote of 4 to 0)

Regular Meeting of April 19, 2004

Action: Approve. (Vote of 4 to 0)

Special Meeting of April 26, 2004 – 2:30 p.m. Open Session

Action: Approve. (Vote of 3 to 0; Commissioner Ng recused on Vote of 4 to 0)

0295-04-1 **Commendation for James Horan upon his retirement after 38 years of service to the City & County of San Francisco. (Item No. 5)**

Action: Approve. (Vote of 4 to 0)

0296-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-04/05 *Over to 5/17/04*	Port	$60,000	Will provide education and community outreach services at the Port's Heron's Head Park.	Annual	06/30/05
1001-04/05	Administrative Services	$8,640	Will provide technical support, maintenance, and periodic upgrade of the Chameleon Animal Case Management Computer Propriety Software.	Annual	06/30/05
1002-04/05	Animal Care and Control	$57,000	Will provide as-needed after-hour, weekend, and holiday emergency veterinary service.	Annual	06/30/05
1003-04/05	Administrative Services	$22,000	Will provide pick up of the remains of dead animals from Animal Care & Control shelter three times a week.	Annual	06/30/05
1004-04/05	Administrative Services	$10,000	Will pick-up native wildlife from the animal shelter; and provide long-term care, rehabilitation, and release of the wildlife after initial veterinary medical evaluation.	Annual	06/30/05
1005-04/05	Administrative Services	$6,000	Will provide an environmental enrichment program for long-term shelter dogs that have been rescued from abusive owners and/or neglectful situations.	Annual	06/30/05
1006-04/05	Administrative Services	$0	Will provide Spay/Neuter surgeries for animals that are put up for adoption at the city's animal shelter. This is a reimbursement program. The SF SPCA will only be reimbursed after money from the customer has been collected. It is no cost to the city.	Annual	06/30/05
1007-04/05	Administrative Services	$9,900	Will provide design, layout, printing and editing of semi-annual editions of "Tail of the City" the SFACC Newsletter sent to donors and stakeholders.	Annual	06/30/05
2001-03/04 *Over to 5/17/04*	Human Services	$7,804,568	Will provide outreach; counseling; employment assessment; vocational training; work readiness; referral and placement services; and job retention support in CalWORKs and PAES and other low-income individuals seeking employment.	Continuing	06/30/09
2002-03/04 *Over to 5/17/04*	Human Services	$8,659,969	Will provide case management and related family support services to County residents in the home or in those communities with historically highest rate of children in foster care.	Continuing	06/30/09

2003-03/04 *Over to 5/17/04*	Human Services	$44,336,891	To serve as the employer of record for the In-Home Supportive Services Program, establish a central registry, provide enrollment in a comprehensive health benefit system, advocacy and other support services for 12,000 homecare workers.	Continuing	06/30/09
2004-03/04 *Over to 5/17/04*	Human Services	$20,519,260	Will provide case management and support services to homeless individuals and families living in shelters, single resident occupancy hotels, or transitional housing.	Continuing	06/30/09
2005-03/04 *Over to 5/17/04*	Human Services	$45,505,760	Will provide childcare services to low-income and CalWORKs families through partnerships with other licensed providers in various identified target neighborhoods.	Continuing	06/30/09
2006-03/04 *Over to 5/17/04*	Human Services	$4,411,784	Will provide services to identify, recruit, train and support Foster Parent Services, Independent Living Skills Services, and Adoption Services for the County.	Continuing	06/30/09
2007-03/04 *Over to 5/17/04*	Human Services	$29,455,678	Will provide homeless individuals and families with emergency shelter and light meals.	Continuing	06/30/09
4103-03/04	Public Utilities Commission (Water)	$2,300,000	Will provide SFPUC with specialized corrosion control services on an as needed basis by supplementing, developing, training, and assisting City staff to provide the benefits of corrosion avoidance.	Regular	04/06/07
4104-03/04	Police	$80,000	Will provide independent investigation into allegations of police misconduct in the November 20, 2002 Union Street incident.	Regular	07/15/04
4105-03/04	Municipal Transportation Agency	$200,000	Will provide removal and replacement (R&R) of diesel motor coach transmissions, analysis of transmission failures and other transmission repair by Stewart & Stevenson, the authorized repair facility of Allison transmissions.	Regular	06/30/05
4106-03/04	Public Utilities Commission (Water)	$375,000	Will perform professional engineering work in the field of water treatment and operations at the Harry Tracy Water Treatment Plant (HTWTP). Work will include design, construction support, and the performance testing phase.	Regular	03/31/07
4107-03/04	Port	$230,000	Will provide underwriting services for a refunding of the Port's 1994 Revenue Refunding Bonds, which are callable at 10% on July 1, 2004.	Regular	12/31/04
4108-03/04	Administrative Services	$3,000,000	Will audit current equipment maintenance contracts and to compare costs to actual cost of maintenance using time-and-material basis where appropriate and will assume all the risks of cost overruns.	Regular	09/14/06
4109-03/04	Parking & Traffic Commission	$700,000	Will provide a commercial-off-the-shelf central transportation management software, develop software interfaces between the central software and City field devices, provide computer hardware for the system to run on, establish the communications network.	Regular	11/30/05

4110-03/04	Environment	$150,000	Will provide consolidation of recyclables and potentially compostables from interior receptacles into exterior containers, and must be able to work flexible hours and have the ability to visit facilities in a single workday.	Regular	06/30/07

Speakers: Kathy Mallegni, Port Commission and LaWanna Preston, SEIU Local 790 spoke of PSC #1000-04/05.
Kathleen Brown, Administrative Services/Animal Care & Control spoke on PSC #1003-04/05 and PSC #1007-04/05.
David Curto, Department of Human Services, James Bryant, SEIU Local 790 and LaWanna Preston, SEIU Local 790 spoke on PSC #2001-03/04 through 2007-03/04.
Cheryl Liu, Department of Parking and Traffic spoke on PSC #4109-03/04.
Mark Westlund, Department of the Environment spoke on PSC #4110-03/04.

Action: Postpone PSC #1000-04/05 to the meeting of May 17, 2004. Requested the Department to study the possibility of assigning the duties by work order to Class 3289 Recreation Supervisor. (Vote of 4 to 0)

Postpone PSC #2001-03/04 through 2007-03/04 to the meeting of May 17, 2004. (Vote of 4 to 0)

Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0583-03-6 and 0641-03-6 **Appeal by Earnestine May-McNary of the Human Resources Director's decision regarding her complaints of discrimination and retaliation. (Item No. 7)**

February 17, 2004: Postpone to the meeting of April 5, 2004 at the request of Paula Gustafson, Attorney.

April 5, 2004: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.

April 19, 2004: Postpone to the meeting of May 3, 2004 at the request of the Human Resources Director.

Speakers: None.

Action: Postpone to the meeting of May 17, 2004 at the request of Civil Service Commission staff. (Vote of 4 to 0)

0576-03-7 **Appeal by Earnestine May-McNary of the Executive Officer's decision to close the appeal on future employment restrictions. (Item No. 8)**

February 17, 2004: Postpone to the meeting of April 5, 2004 at the request of Paula Gustafson, Attorney.

April 5, 2004: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.

April 19, 2004: Postpone to the meeting of May 3, 2004 at the request of the Executive Officer, Civil Service Commission.

Speakers: None.

Action: Postpone to the meeting of May 17, 2004 at the request of Civil Service Commission staff. (Vote of 4 to 0)

0304-03-6 **Appeal by Bennette Nulph of the Human Resources Director's decision on her complaint of sexual harassment, disparate treatment and retaliation. (Item No. 9)**

February 17, 2004: Postpone to the meeting of May 3, 2004 at the request of Bennette Nulph.

Speakers: None.

Action: Postpone to the meeting of June 21, 2004 at the request of Bennette Nulph. This will be the last continuance granted. (Vote of 4 to 0)

0886-03-5 **Draft proposed amendments to Civil Service Commission Rules affecting Miscellaneous Employees and Service Critical Classes at the Municipal Transportation Agency, specifically 109 and 409 – Article V – Temporary Out of Class and 110 and 410 – Examination Announcements and Applicants. (Item No. 10)**

July 1, 2002: Directed Executive Officer to provide the Commission with suggestions on how to make clear in the Rules that "contemporaneous" out-of-class assignments be recorded to receive credit and a provision be provided to employees to request the out-of-class assignment be recorded.

January 5, 2004: Request additional information and continue discussion at a meeting to be announced.

March 1, 2004: Accept report. Calendar for the meeting of April 19, 2004.

0886-03-5 (continued)

April 19, 2004: Calendar for the meeting of May 3, 2004 to post for meet and confer.

Speakers: None.

Action: Post for meet and confer. (Vote of 4 to 0)

0160-04-4 **Appeal by Angel Orozco following the Police Department's background investigation and recommendation of rejection for Q – 2 Police Officer and the decision of the Human Resources Director to uphold recommendation. (Item No. 11)**

Speakers:
Capt. Mario Gonzalez, San Francisco Police Department
Angel Orozco, Appellant
Insp. Adele Roberts, San Francisco Police Department
Lt. Daniel Mahoney, San Francisco Police Department

Action: Reject the recommendation of the San Francisco Police Department; Grant the appeal by Angel Orozco. (Vote of 2 to 2).

Postpone the meeting of May 17, 2004 or when all five (5) Commissioners are present.

0054-03-7 **Determination of future employability: Termination of provisional appointment of Gary Hendershott, General Laborer (Job Code 7514) with the Public Utilities Commission. (Item No. 12)**

Speakers:
Michael DeBellis, Public Utilities Commission
Tom Harrison, Laborers Union Local 261
Gary Hendershott, Appellant

Action: Reject the recommendation of the Public Utilities Commission; Grant the appeal by Gary Hendershott. (Vote of 4 to 0)

0297-04-1 **Report of Charter Exempt positions under Charter Section 10.104-1 through 10.104-12. (Item No. 13)**

Speakers:
Denise Cannonier-Craig, Department of Human Resources
Linda Marini, San Francisco Unified School District

Action: Adopt the Human Resources Director's report. (Vote of 4 to 0)

0887-03-1 **Progress Report – Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100. (Item No. 14)**

December 1, 2003:	Accept report on Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100.
January 5, 2004:	Accept Preliminary Report on the Board of Supervisors Salary; Proceed with salary survey and report progress to the Commission.
February 2, 2004:	Accept report.
March 1, 2004:	Postpone to the meeting of March 15, 2004 at the request of President Morgan Gorrono.
March 15, 2004:	Accept report.
April 5, 2004:	Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.
April 19, 2004:	Accept report.
Speakers:	Yvette Gamble, Civil Service Commission
Action:	Accept report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

David Pilpel commented on the fact that Administrative Services and Animal Care and Control appeared on the Agenda as two separate departments and asked for clarification. He also pointed out that the Department of Parking and Traffic Commission was abolished two years ago. For consistency and clarity, it should be listed as Municipal Transportation Agency Parking and Traffic or Parking and Traffic. Mr. Pilpel also voiced his concern about the Classification Plan in regards to the Finance positions being developed into a series of classes.

ADJOURNMENT

4:53 p.m.

The Civil Service Commission takes this opportunity to honor and pay tribute to all City and County of San Francisco employees who have dedicated themselves to public service and joins in celebrating May 2 through May 8, 2004, as Public Service Recognition Week.

RGAN

LINDA
VI

ICIA
CO

DONA
CO

T
CO

K
XECU

NE

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

65
4
117/04
ecial
losed

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

DOCUMENTS DEPT.
MAY 13 2004
SAN FRANCISCO
PUBLIC LIBRARY
05-13-04 A11:48 RCVD

Monday, May 17, 2004

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

I. Call to Order and Roll Call

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10(d) and California Government Code Section 54956.9 – Conference with Legal Counsel – Anticipated Litigation. (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS PLAINTIFF (DISCUSSION and POSSIBLE ACTION ITEM)
Initiation of Litigation pursuant to California Government Code Section 54956.9 (c) and San Francisco Administrative Code Section 67.10 (d): One Case

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a) (ACTION ITEM)
B) Disclosure of action taken in closed session. (ACTION ITEM)

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 5/11/04

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

55
5
17/04
ecial
losed

ORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, May 17, 2004
1:00 p.m.

DOCUMENTS DEPT.
MAY 25 2004
SAN FRANCISCO
PUBLIC LIBRARY

I. The Special Meeting was called to order at 1:10 p.m.

Present:
President Morgan R. Gorrono
Vice President Linda Richardson (Arrived at 2:03p.m. towards the end of item III)
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Thomas T. Ng

President Morgan R. Gorrono presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10(d) and California Government Code Section 54956.9 – Conference with Legal Counsel – Anticipated Litigation (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed Session started at 1:12 p.m. in City Hall, Room 400 and the following were present:

President Morgan R. Gorrono
Vice President Linda Richardson
Alicia D. Becerril, Commissioner
Donald A. Casper, Commissioner
Thomas T. Ng, Commissioner
Kate Favetti, Executive Officer, CSC
Lizzette Henríquez, Civil Service Commission
Anita Sanchez, Assistant Executive Officer, CSC
Paul Zarefsky, Deputy City Attorney

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS PLAINTIFF (DISCUSSION AND POSSIBLE ACTION ITEM)
Initiation of Litigation pursuant to California Government Code Section 54956.9 © and San Francisco Administrative Code Section 67.10 (d): One Case

Closed Session ended at 2:05 p.m.

IV. Reconvened in open session at 2:10 p.m.

A) Vote to elect whether to disclose any or all discussion held in closed session (San Francisco Administrative Code Section 67.12(a) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 5 to 0)

V. Adjournment

2:11 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Date: May 19, 2004

To: Department Heads
Departmental Personnel Officers
Departmental Personnel Representatives

From: Kate Favetti
Executive Officer

Subject: **Civil Service Commission Training**

The 2004 training offered by the Civil Service Commission covers six (6) topics and focuses on the practical "hands on" application of Civil Service Commission Rules, policies and procedures.

The City's Merit System: This workshop provides an overview of the City's Merit System, Civil Service Commission Rules and Policy, the "Carve-Outs" and harmonizing the Merit System in a collective bargaining environment.

Appeals and Staff Reports: Civil Service Commission Procedures from receipt of appeal to presentation of the staff report to the Civil Service Commission will be discussed in this workshop.

Appeals and Staff Reports on Separation Matters: This session focuses on separation matters where the Civil Service Commission has jurisdiction such as Future Employment Restrictions and Automatic Resignation.

Probationary Period Rules: A review of rules, policies and procedures to operate within Civil Service Commission Rules on the Probationary Period is the topic of discussion in this class.

Certification of Eligibles and Eligible Lists: The focus of this session is on the history and principles as well as application of Civil Service Commission Rules Series 012 – Eligible Lists and 013 – Certification of Eligibles.

Personal Services Contracts: The Joint Civil Service Commission/Department of Human Resources Policy and Procedures on Personal Services Contracts is the topic for this newest offering by the Civil Service Commission. This session will focus solely on matters under the jurisdiction of the Civil Service Commission.

These classes are scheduled for the following dates:

Subject	**Date**	**Time**
Personal Services Contracts	Friday, June 11, 2004	9:00 – 11:00 a.m.
	Friday, August 27, 2004	9:00a.m. – 12:00 p.m.
Appeals and Staff Reports	Tuesday, July 27, 2004	9:00a.m. - 12:00p.m.
	Wednesday, August 11, 2004	9:00a.m. – 12:00 p.m.
Probationary Period	Wednesday, August 4, 2004	1:30 - 4:30 p.m.
	Friday, August 20, 2004	9:00a.m. – 12:00p.m.
Merit System	Wednesday, August 18, 2004	1:30 - 4:30p.m.
Certification of Eligibles and Eligible Lists	Friday, August 6, 2004	9:00a.m. - 12:00p.m.
	Wednesday, August 25, 2004 2003	1:30 – 4:30p.m.

Place: 875 Stevenson Street, Room 235

To register, email Lizzette Henríquez at Lizzette.Henriquez@sfgov.org and indicate which session you wish to attend. Space is limited and registration is accepted in the order of receipt. If there is not enough space to accommodate those wishing to participate, more sessions will be scheduled.

If you do not have access to e-mail, or have questions regarding this workshop, please contact Lizzette Henríquez at 252-3250.

Sincerely,

CIVIL SERVICE COMMISSION

Anita Sanchez for

KATE FAVETTI
Executive Officer

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5
/
17/04

RGAN R. GORRONO
PRESIDENT

INDA RICHARDSON
VICE PRESIDENT

LICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

DOCUMENTS DEPT.
MAY 13 2004
SAN FRANCISCO
PUBLIC LIBRARY
05-13-04 A11:5

AGENDA

Regular Meeting
of
May 17, 2004

Order of Business

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 17, 2004
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Morgan R. Gorrono
Vice President Linda Richardson
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Thomas T. Ng

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of May 3, 2004

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0296-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-04/05 *Over to 6/7/04*	Port	$60,000	Will provide education and community outreach services at the Port's Heron's Head Park.	Annual	06/30/05
2001-03/04	Human Services	$7,804,568	Will provide outreach; counseling; employment assessment; vocational training; work readiness; referral and placement services; and job retention support in CalWORKs and PAES and other low-income individuals seeking employment.	Continuing	06/30/09
2002-03/04	Human Services	$8,659,969	Will provide case management and related family support services to County residents in the home or in those communities with historically highest rate of children in foster care.	Continuing	06/30/09
2003-03/04	Human Services	$44,336,891	To serve as the employer of record for the In-Home Supportive Services Program, establish a central registry, provide enrollment in a comprehensive health benefit system, advocacy and other support services for 12,000 homecare workers.	Continuing	06/30/09
2004-03/04	Human Services	$20,519,260	Will provide case management and support services to homeless individuals and families living in shelters, single resident occupancy hotels, or transitional housing.	Continuing	06/30/09
2005-03/04	Human Services	$45,505,760	Will provide childcare services to low-income and CalWORKs families through partnerships with other licensed providers in various identified target neighborhoods.	Continuing	06/30/09
2006-03/04	Human Services	$4,411,784	Will provide services to identify, recruit, train and support Foster Parent Services, Independent Living Skills Services, and Adoption Services for the County.	Continuing	06/30/09
2007-03/04	Human Services	$29,455,678	Will provide homeless individuals and families with emergency shelter and light meals.	Continuing	06/30/09

May 3, 2004: Postpone PSC #1000-04/05 to the meeting of May 17, 2004. Requested the Department to study the possibility of assigning the duties by work order to Class 3289 Recreation Supervisor.

Postpone PSC #2001-03/04 through 2007-03/04 to the meeting of May 17, 2004.

Recommendation of the Human Resources Director: Postpone PSC #1000-04/05 to the meeting of June 7, 2004 by mutual request of the Port of San Francisco and SEIU Local 790.

Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

(6) **Review of request for approval of proposed personal services contracts. (File No. 0326-04-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4111-03/04	Building Inspection	$1,200,000	Will provide education, counseling, mentoring and mediation regarding code enforcement outreach program to property owners and tenants. Will educate property owners in code compliance to avoid litigation, and provide bilingual services as needed.	Regular	12/31/08
4112-03/04	Airport	$10,000,000	Will manage and operate the Airport's door-to-door curb coordination program; provide taxicab dispatching and monitor the Airport's limousine loading zones.	Regular	12/31/09
4113-03/04	Treasurer-Tax Collector	$110,000	Will provide enhancements to the new migrated system of the Business Tax Division's tax information system software and database to a modern programming language and Standard Query Language (SQL) relational database.	Regular	04/30/05
4114-03/04	Public Utilities Commission (Hetch Hetchy & Bureaus)	$775,000	Will perform professional engineering work in the field of water treatment and operations at the Harry Tracy Water Treatment Plant, Sunol Valley Water Treatment Plant, and the Hetch Hetchy Aqueduct system.	Regular	05/31/07
4115-03/04	Public Utilities Commission (Water)	$2,200,000	Will provide environmental analysis for San Joaquin Pipeline #4; alternatives analysis; coordination and work plan preparation; prepare draft & final environmental documents; response to public inquiries/comments.	Regular	06/01/07
4116-03/04	Public Utilities Commission (Water)	$2,800,000	Will provide environmental analysis services for the Bay Division Hydraulic Capacity Upgrade project for Calaveras Dam. Will respond to public comments; prepare final environmental documents' acquisition of regulatory permits and agency approvals.	Regular	07/14/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Review of request for approval of proposed personal services contracts. (File No. 0327-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4117-03/04	Elections	$210,000	Will provide community-based outreach services to inform and educate San Francisco's communities and citizens about ranked-choice voting in preparation for the November 2004 election.	Regular	12/31/04

Recommendation of the Human Resources Director:	Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(8) Appeal by Earnestine May-McNary of the Human Resources Director's decision regarding her complaints of discrimination and retaliation. (File No. 0583-03-6 and 0641-03-6) – Action Item

February 17, 2004:	Postpone to the meeting of April 5, 2004 at the request of Paula Gustafson, Attorney.
April 5, 2004:	Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.
April 19, 2004:	Postpone to the meeting of May 3, 2004 at the request of the Human Resources Director.
May 3, 2004:	Postpone to the meeting of May 17, 2004 at the request of Civil Service Commission staff.
Recommendation:	Adopt report. Sustain the decision of the Human Resources Director; deny appeals by Earnestine May-McNary.

(9) Appeal by Earnestine May-McNary of the Executive Officer's decision to close the appeal on future employment restrictions. (File No. 0576-03-7) – Action Item

February 17, 2004:	Postpone to the meeting of April 5, 2004 at the request of Paula Gustafson, Attorney.
April 5, 2004:	Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.

File No. 0576-03-7 (continued)

April 19, 2004:	Postpone to the meeting of May 3, 2004 at the request of the Executive Officer, Civil Service Commission.
May 3, 2004:	Postpone to the meeting of May 17, 2004 at the request of Civil Service Commission staff.
Recommendation:	Adopt report. Sustain the decision of the Executive Officer; deny the appeal by Earnestine May-McNary.

(10) **Appeal by Angel Orozco following the Police Department's background investigation and recommendation of rejection for Q – 2 Police Officer and the decision of the Human Resources Director to uphold recommendation. (File No. 0160-04-4) – Action Item**

May 3, 2004:	Postpone to the meeting of May 17, 2004 or when all five Commissioners are present.
Recommendation:	Adopt report. Sustain recommendation of the Police Department; deny appeal by Angel Orozco.

(11) **Appeal by David Johnson of the Human Resources Director's determination of insufficient evidence to support complaint of discrimination and retaliation against the San Francisco Fire Department. (File No. 0809-03-6) - Action Item**

April 19, 2004:	Postpone to the meeting of May 17, 2004 at the request of David Johnson.
Recommendation:	Adopt the report. Sustain decision of the Human Resources Director; deny appeal by David Johnson.

(12) **Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100. (File No. 0887-03-1) – Action Item**

December 1, 2003:	Accept report on Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100.
January 5, 2004:	Accept Preliminary Report on the Board of Supervisors Salary; Proceed with salary survey and report progress to the Commission.
February 2, 2004:	Accept report.
March 1, 2004:	Postpone to the meeting of March 15, 2004 at the request of President Morgan Gorrono.

File No. 0887-03-1 (continued)

March 15, 2004: Accept report.

April 5, 2004: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.

April 19, 2004: Accept report.

May 3, 2004: Accept report.

Recommendation: Set the salary for the full-time position of Member, Board of Supervisors - City & County of San Francisco for a five (5) year cycle effective July 1, 2004 through June 30, 2009; transmit to the Controller.

(13) **Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2004-05 in accordance with Charter Section A8.409-1. (File No. 0035-04-1) – Action Item**

February 2, 2004: Accept report.

March 1, 2004: Postpone to the meeting of March 15, 2004 at the request of President Morgan R. Gorrono.

April 19, 2004: Accept report; schedule for action to certify salary and benefits of elected officials at the meeting of May 17, 2004.

Recommendation: Open for discussion; certify salary and benefits of elected officials; forward to the Mayor's Office for inclusion in the Fiscal Year 2004-05 Budget being transmitted to the Board of Supervisors.

EXECUTIVE OFFICER'S REPORT

(14) **Update on the Fiscal Year 2003 – 04 Goals and Objectives as of April 30, 2004. (File No. 0328-04-1) – Action Item**

Recommendation: Accept report.

(15) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(16) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5
17/04

ORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

LICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

DOCUMENTS DEPT.
MAY 24 2004
SAN FRANCISCO
PUBLIC LIBRARY

MINUTES

Regular Meeting
May 17, 2004

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:29 p.m.

ROLL CALL

President Morgan R. Gorrono	Present
Vice President Linda Richardson	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Thomas T. Ng	Present

President Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

David Coleman, IFPTE Local 21 requested continuance of PSC #4114-03/04 to the meeting of June 7, 2004. The Commission approved the request. (Vote of 5 to 0)

APPROVAL OF MINUTES

Regular Meeting of May 3, 2004

Action: Approve. (Vote of 4 to 0; President Morgan Gorrono recused because he was not present at the meeting.)

0296-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-04/05 *Over to 6/7/04*	Port	$60,000	Will provide education and community outreach services at the Port's Heron's Head Park.	Annual	06/30/05
2001-03/04	Human Services	$7,804,568	Will provide outreach; counseling; employment assessment; vocational training; work readiness; referral and placement services; and job retention support in CalWORKs and PAES and other low-income individuals seeking employment.	Continuing	06/30/09
2002-03/04	Human Services	$8,659,969	Will provide case management and related family support services to County residents in the home or in those communities with historically highest rate of children in foster care.	Continuing	06/30/09
2003-03/04	Human Services	$44,336,891	To serve as the employer of record for the In-Home Supportive Services Program, establish a central registry, provide enrollment in a comprehensive health benefit system, advocacy and other support services for 12,000 homecare workers.	Continuing	06/30/09
2004-03/04	Human Services	$20,519,260	Will provide case management and support services to homeless individuals and families living in shelters, single resident occupancy hotels, or transitional housing.	Continuing	06/30/09
2005-03/04	Human Services	$45,505,760	Will provide childcare services to low-income and CalWORKs families through partnerships with other licensed providers in various identified target neighborhoods.	Continuing	06/30/09
2006-03/04	Human Services	$4,411,784	Will provide services to identify, recruit, train and support Foster Parent Services, Independent Living Skills Services, and Adoption Services for the County.	Continuing	06/30/09
2007-03/04	Human Services	$29,455,678	Will provide homeless individuals and families with emergency shelter and light meals.	Continuing	06/30/09

May 3, 2004: Postpone PSC #1000-04/05 to the meeting of May 17, 2004. Requested the Department to study the possibility of assigning the duties by work order to Class 3289 Recreation Supervisor.

Postpone PSC #2001-03/04 through 2007-03/04 to the meeting of May 17, 2004.

Speakers:

Trent Rhorer, Department of Human Services
David Curto, Department of Human Services
James Bryant, SEIU Local 790
Sin Yee Poon, SEIU Local 790
LaWanna Preston, SEIU Local 790
Michael Weinberg, SEIU Local 535

Brian Cahill, Catholic Charities spoke on the partnership of public, private and labor organizations in delivery of services. Connie Ford, Local 3 spoke in support of allowing non-profits to continue work and department and SEIU to work out issues. Josie Mooney, SEIU Local 790

Action: Postpone PSC #1000-04/05 to the meeting of June 7, 2004 by mutual request of the Port of San Francisco and SEIU Local 790. (Vote of 5 to 0)

Adopt the Human Resources Director's report on all remaining contracts with a qualified approval for a period not to exceed six (6) months. Notify the offices of the Controller and the Purchaser. The Commission directed the Department to report the results of its meetings with the affected unions. (Vote of 5 to 0)

0326-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4111-03/04	Building Inspection	$1,200,000	Will provide education, counseling, mentoring and mediation regarding code enforcement outreach program to property owners and tenants. Will educate property owners in code compliance to avoid litigation, and provide bilingual services as needed.	Regular	12/31/08
4112-03/04	Airport	$10,000,000	Will manage and operate the Airport's door-to-door curb coordination program; provide taxicab dispatching and monitor the Airport's limousine loading zones.	Regular	12/31/09
4113-03/04	Treasurer-Tax Collector	$110,000	Will provide enhancements to the new migrated system of the Business Tax Division's tax information system software and database to a modern programming language and Standard Query Language (SQL) relational database.	Regular	04/30/05
4114-03/04 *Over to 6/7/04*	Public Utilities Commission (Hetch Hetchy & Bureaus)	$775,000	Will perform professional engineering work in the field of water treatment and operations at the Harry Tracy Water Treatment Plant, Sunol Valley Water Treatment Plant, and the Hetch Hetchy Aqueduct system.	Regular	05/31/07
4115-03/04	Public Utilities Commission (Water)	$2,200,000	Will provide environmental analysis for San Joaquin Pipeline #4; alternatives analysis; coordination and work plan preparation; prepare draft & final environmental documents; response to public inquiries/comments.	Regular	06/01/07
4116-03/04	Public Utilities Commission (Water)	$2,800,000	Will provide environmental analysis services for the Bay Division Hydraulic Capacity Upgrade project for Calaveras Dam. Will respond to public comments; prepare final environmental documents' acquisition of regulatory permits and agency approvals.	Regular	07/14/08

Speakers: Rosemary Bosque, Department of Building Inspection spoke on PSC #4111-03/04
Alice Sgourakis and Gabe Karol, San Francisco International Airport spoke on PSC #4112-03/04.

Action: Postpone PSC #4114-03/04 to the meeting of June 7, 2004 at the request of IFPTE Local 21 and the Public Utilities Commission. (Vote of 5 to 0)

Adopt the Human Resources Director's report all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0327-04-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4117-03/04	Elections	$210,000	Will provide community-based outreach services to inform and educate San Francisco's communities and citizens about ranked-choice voting in preparation for the November 2004 election.	Regular	12/31/04

Speakers: John Arntz, Department of Elections

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0583-03-6 and 0641-03-6 Appeal by Earnestine May-McNary of the Human Resources Director's decision regarding her complaints of discrimination and retaliation. (Item No. 8)

February 17, 2004: Postpone to the meeting of April 5, 2004 at the request of Paula Gustafson, Attorney.

April 5, 2004: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.

April 19, 2004: Postpone to the meeting of May 3, 2004 at the request of the Human Resources Director.

May 3, 2004: Postpone to the meeting of May 17, 2004 at the request of Civil Service Commission staff.

Speakers: Elizabeth Jacobi, Department of Human Resources
Paula Gustafson, Attorney
Earnestine May-McNary, Appellant
Willie Ramirez, Department of Public Health-LHH

Disclosure: Executive Officer Kate Favetti disclosed that she was an employee of Laguna Honda Hospital from 1986 to 1989 and that she was the former President of the Abraham Lincoln High School Parent Teacher Student Association and worked on the Board with the person bumped by the appellant.

Action: Deny the appeals by Earnestine May-McNary based on moot ness. (Vote of 4 to 1; Vice President Richardson dissents.)

0576-03-7 **Appeal by Earnestine May-McNary of the Executive Officer's decision to close the appeal on future employment restrictions. (Item No. 9)**

February 17, 2004: Postpone to the meeting of April 5, 2004 at the request of Paula Gustafson, Attorney.

April 5, 2004: Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.

April 19, 2004: Postpone to the meeting of May 3, 2004 at the request of the Executive Officer, Civil Service Commission.

May 3, 2004: Postpone to the meeting of May 17, 2004 at the request of Civil Service Commission staff.

Speakers:
Elizabeth Jacobi, Department of Human Resources
Paula Gustafson, Attorney
Earnestine May-McNary, Appellant
Willie Ramirez, Department of Public Health-LHH

Action: Deny the appeal by Earnestine May-McNary based on moot ness. (Vote of 4 to 1; Vice President Richardson dissents.)

0160-04-4 **Appeal by Angel Orozco following the Police Department's background investigation and recommendation of rejection for Q – 2 Police Officer and the decision of the Human Resources Director to uphold recommendation. (Item No. 10)**

May 3, 2004: Postpone to the meeting of May 17, 2004 or when all five Commissioners are present.

Speakers: None.

Action: Postpone to the meeting of June 21, 2004 at the request of the San Francisco Police Department. (Vote of 5 to 0)

0809-03-6 **Appeal by David Johnson of the Human Resources Director's determination of insufficient evidence to support complaint of discrimination and retaliation against the San Francisco Fire Department. (Item No. 11)**

April 19, 2004:	Postpone to the meeting of May 17, 2004 at the request of David Johnson.
Speakers:	Elizabeth Jacobi, Department of Human Resources David Johnson, Appellant
Action:	Adopt the report. Sustain decision of the Human Resources Director; deny appeal by David Johnson. (Vote of 5 to 0)

0887-03-1 **Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100. (Item No. 12)**

December 1, 2003:	Accept report on Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100.
January 5, 2004:	Accept Preliminary Report on the Board of Supervisors Salary; Proceed with salary survey and report progress to the Commission.
February 2, 2004:	Accept report.
March 1, 2004:	Postpone to the meeting of March 15, 2004 at the request of President Morgan Gorrono.
March 15, 2004:	Accept report.
April 5, 2004:	Postpone to the meeting of April 19, 2004 at the request of President Morgan R. Gorrono.
April 19, 2004:	Accept report.
May 3, 2004:	Accept report.

Speakers: Yvette Gamble, Civil Service Commission

Action:

1. The Commission set the salary for Member, Board of Supervisors - City & County of San Francisco at $90,000 annually for a five (5) year cycle effective July 1, 2004 through June 30, 2009 (Vote of 4 to 1; President Morgan Gorrono dissents).
2. In addition the Commission acted to increase the salary for each fiscal year effective July 1, 2005 based on the CPI-U reported in January of each year and not to exceed 5%. (Vote of 5 to 0)
3. The Commission also acted that the salary will not decrease in the event the CPI-U falls below zero. (Vote of 5 to 0)
4. Transmit action to the Controller. (Vote of 5 to 0)

0035-04-1 **Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2004-05 in accordance with Charter Section A8.409-1. (Item No. 13)**

February 2, 2004: Accept report.

March 1, 2004: Postpone to the meeting of March 15, 2004 at the request of President Morgan R. Gorrono.

April 19, 2004: Accept report; schedule for action to certify salary and benefits of elected officials at the meeting of May 17, 2004.

Speakers: Anita Sanchez, Civil Service Commission

Action:

1. No increase in salary for elected officials (excluding Member, Board of Supervisors). (Vote of 4 to 1; President Gorrono dissents.)
2. Benefits for elected officials (including Member, Board of Supervisors) equal to benefits of Municipal Executives Association (MEA) covered employees effective July 1, 2004. (Vote of 4 to 1; President Gorrono dissents.)
3. Forward to the Mayor's Office for inclusion in the Fiscal Year 2004-05 Budget being transmitted to the Board of Supervisors. (Vote of 5 to 0)

0328-04-1 **Update on the Fiscal Year 2003 – 04 Goals and Objectives as of April 30, 2004. (Item No. 14)**

Action: Accept report. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Sgt. Mark Osuna and Insp. Narda Gillespie expressed their concerns about the Q – 60 Lieutenant Eligible List and the selection process utilized for Q – 60 Lieutenant appointments and requested extending the Eligible List. The Commission directed its Executive Officer to calendar the matter at its Regular Meeting of June 7, 2004.

ADJOURNMENT

8:18 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
65
4
/7/04
special
closed
c. 2

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

DOCUMENTS DEPT.
JUN - 4 2004
SAN FRANCISCO
PUBLIC LIBRARY
06-04-04A11

Agenda and Notice of Special Meeting – Closed Session

Monday, June 7, 2004

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

I. Call to Order and Roll Call

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Human Resources Director (File No. 0274-04-1) (ACTION ITEM)

A) PUBLIC EMPLOYEE APPOINTMENT – HUMAN RESOURCES DIRECTOR (DISCUSSION AND POSSIBLE ACTION ITEM)

Recommendation: Open for Discussion.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

B) Disclosure of action taken in closed session.

V. Adjournment

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted June 2, 2004

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

Minutes of Special Meeting – Closed Session

Monday, June 7, 2004
1:00 p.m.

DOCUMENTS DEPT.
JUN 1 1 2004
SAN FRANCISCO
PUBLIC LIBRARY

65
5
17/04
pecial
losed

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

IORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. The Special Meeting was called to order at 1:12 p.m.

Present:
President Morgan R. Gorrono
Vice President Linda Richardson
Commissioner Alicia D. Becerril (arrived during item III at 1:49 p.m.)
Commissioner Donald A. Casper
Commissioner Thomas T. Ng

President Morgan R. Gorrono presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Human Resources Director (File No. 0274-04-1) (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

A) PUBLIC EMPLOYEE APPOINTMENT – HUMAN RESOURCES DIRECTOR (DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session started at 1:13 p.m. in City Hall, Room 400 and the following were present:

President Morgan R. Gorrono
Vice President Linda Richardson
Alicia D. Becerril, Commissioner
Donald A. Casper, Commissioner
Thomas T. Ng, Commissioner
Kate Favetti, Executive Officer, CSC
Yvette Gamble, Sr. Personnel Analyst, CSC
Lizzette Henríquez, Civil Service Commission
Anita Sanchez, Assistant Executive Officer, CSC
Paul Zarefsky, Deputy City Attorney

Closed Session ended at 2:21 p.m.

IV. Reconvened in open session 2:23 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 5 to 0)

V. Adjournment

2:23 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.
JUN - 4 2004
SAN FRANCISCO
PUBLIC LIBRARY
06-04-04A1

:5
4
/7/04

ORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
June 7, 2004

Order of Business

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 7, 2004
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Morgan R. Gorrono
Vice President Linda Richardson
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Thomas T. Ng

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of May 17, 2004 – Closed Session

Recommendation: Approve.

Regular Meeting of May 17, 2004

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) ELECTION OF OFFICERS

Recommendation: Open for discussion.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0296-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-04/05	Port	$60,000	Will provide education and community outreach services at the Port's Heron's Head Park.	Annual	06/30/05

May 3, 2004: Postpone PSC #1000-04/05 to the meeting of May 17, 2004. Requested the Department to study the possibility of assigning the duties by work order to Class 3289 Recreation Supervisor.

May 17, 2004: Postpone PSC #1000-04/05 to the meeting of June 7, 2004 by mutual request of the Port of San Francisco and SEIU Local 790.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) Review of request for approval of proposed personal services contracts. (File No. 0326-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4114-03/04	Public Utilities Commission (Hetch Hetchy & Bureaus)	$775,000	Will perform professional engineering work in the field of water treatment and operations at the Harry Tracy Water Treatment Plant, Sunol Valley Water Treatment Plant, and the Hetch Hetchy Aqueduct system.	Regular	05/31/07

May 17, 2004: Postpone PSC #4114-03/04 to the meeting of June 7, 2004 at the request of IFPTE Local 21 and the Public Utilities Commission.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(8) Review of request for approval of proposed personal services contracts. (File No. 0392-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4119-03/04	Airport Commission	$180,000	Will provide SamTrans owl bus service between SFO and San Francisco to the north and Palo Alto to the South. This is a late night service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m.	Regular	06/30/05
4120-03/04	District Attorney	$90,000	Will provide case management and services to women and transgender individuals who have experienced sexual exploitation and violence.	Regular	06/30/05
4121-03/04	Mayor's Office	$300,000	Will conduct and coordinate State lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Regular	06/30/05
4122-03/04	Mayor's Office	$300,000	Will conduct and coordinate Federal lobby services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Regular	06/30/05
4123-03/04	Public Health	$360,000	Will provide as-needed, temporary, supplemental transcription and credential verification for the Medical Staff Services Department of San Francisco General Hospital; to meet unexpected demand for hospital accreditation and licensing requirements.	Regular	06/30/10
4125-03/04	Airport Commission	$400,000	Will provide the development of a concessions oriented way-finding signage and graphics program for the new food & beverage program in the Domestic Terminals; how many type of signs; management of the construction and installation of signs.	Regular	12/31/05
4126-03/04	Mayor's Office of Housing	$92,500	Will provide implementation and finalization of the required risk assessments associated with the Lead Hazard Reduction and mediation of the Lead program units for low-income families with children under 6 years who are most at risk to lead poison.	Regular	06/30/07
4118-03/04	Arts Commission	Increase Amount $286,888 New Amount $543,000	Will conduct creative writing classes for youth-in-need at 13 community-based sites in San Francisco. Teachers will serve youth who may be incarcerated, educationally disadvantaged, recently immigrated, homeless, or in crisis.	Regular	06/30/05
4124-03/04	Municipal Transportation Agency	Increase Amount $7,000,000 New Amount $12,000,000	Will conduct Phase II of the Third Street Light Rail Transit Project, New Central Subway (NCS), consisting of a 1.75 mile extension of the Initial Operating Segment (IOS) north of King Street on Third and Fourth Streets.	Regular	02/28/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Amendments to Civil Service Commission Rule Series 003 – Equal Employment Opportunity Policy Applicable to All Employees. (File No. 0393-04-5) – Action Item

April 19, 2004: Post proposed amendments to Rule Series 003 – Equal Employment Opportunity applicable to all employees.

Recommendation: Adopt.

(10) Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (File No. 0394-04-5) - Action Item

Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2004, upon agreement with the affected employee organizations.

(11) Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (File No. 0395-04-5) - Action Item

Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2004, upon agreement with the affected employee organizations.

(12) Appeal by Alice Fialkin of the Human Resources Director's decision regarding a complaint of discrimination. (File No. 0835-01-6) - Action Item

November 17, 2003: Postpone to the meeting of February 2, 2004 at the request of Alice Fialkin.

February 2, 2004: Postpone to the meeting of June 7, 2004 at the request of Alice Fialkin. No further continuances will be granted.

Recommendation: Off calendar.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(13) **Report on the Q – 60 Lieutenant Eligible List, the Selection Process Utilized for Q – 60 Lieutenant Appointments and Extending the Eligible List for Three Months. (File No. 0396-04-5) – Action Item**

Recommendation: Discussion and possible action.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

---

(14) **Determination of future employability: Termination of Temporary Exempt appointment of Maximillian Schweitzer, Transit Planner II (Job Code 5288) Municipal Transportation Agency. (File No. 0214-02-7) - Action Item**

Recommendation of the Director of Transportation: No future employment with the City and County of San Francisco.

EXECUTIVE OFFICER'S REPORT

(15) **Annual Civil Service Commission Meeting Calendar 2004 – Review of Calendar Meeting Time. (File No. 0400-04-1) Action Item**

Recommendation: Discussion and possible action.

(16) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(17) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5
5
/7/04

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
June 7, 2004

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
JUN 11 2004
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:27 p.m

ROLL CALL

President Morgan R. Gorrono	Present
Vice President Linda Richardson	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Thomas T. Ng	Present

President Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

David Coleman, IFPTE Local 21 indicated that he was available to speak on PSC #4124-03/04.

APPROVAL OF MINUTES

Special Meeting of May 17, 2004 – Closed Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of May 17, 2004

Action: Approve. (Vote of 5 to 0)

ELECTION OF OFFICERS

Commissioner Linda Richardson was elected President for the term of office ending May 31, 2005. (Vote of 5 to 0) Commissioner Thomas Ng was elected Vice President for the term of office ending May 31, 2005. (Vote of 5 to 0)

0296-04-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-04/05	Port	$60,000	Will provide education and community outreach services at the Port's Heron's Head Park.	Annual	06/30/05

May 3, 2004: Postpone PSC #1000-04/05 to the meeting of May 17, 2004. Requested the Department to study the possibility of assigning the duties by work order to Class 3289 Recreation Supervisor.

May 17, 2004: Postpone PSC #1000-04/05 to the meeting of June 7, 2004 by mutual request of the Port of San Francisco and SEIU Local 790.

Speakers: Kathy Mallegni, Port Commission

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0326-04-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4114-03/04	Public Utilities Commission (Hetch Hetchy & Bureaus)	$775,000	Will perform professional engineering work in the field of water treatment and operations at the Harry Tracy Water Treatment Plant, Sunol Valley Water Treatment Plant, and the Hetch Hetchy Aqueduct system.	Regular	05/31/07

May 17, 2004: Postpone PSC #4114-03/04 to the meeting of June 7, 2004 at the request of IFPTE Local 21 and the Public Utilities Commission.

Speakers: Jim Howells and Calvin Huey, Public Utilities Commission.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0392-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4119-03/04	Airport Commission	$180,000	Will provide SamTrans owl bus service between SFO and San Francisco to the north and Palo Alto to the South. This is a late night service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m.	Regular	06/30/05
4120-03/04	District Attorney	$90,000	Will provide case management and services to women and transgender individuals who have experienced sexual exploitation and violence.	Regular	06/30/05
4121-03/04	Mayor's Office	$300,000	Will conduct and coordinate State lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Regular	06/30/05
4122-03/04	Mayor's Office	$300,000	Will conduct and coordinate Federal lobby services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Regular	06/30/05
4123-03/04	Public Health	$360,000	Will provide as-needed, temporary, supplemental transcription and credential verification for the Medical Staff Services Department of San Francisco General Hospital; to meet unexpected demand for hospital accreditation and licensing requirements.	Regular	06/30/10
4125-03/04 ***Over to 6/21/04***	Airport Commission	$400,000	Will provide the development of a concessions oriented way-finding signage and graphics program for the new food & beverage program in the Domestic Terminals; how many type of signs; management of the construction and installation of signs.	Regular	12/31/05
4126-03/04	Mayor's Office of Housing	$92,500	Will provide implementation and finalization of the required risk assessments associated with the Lead Hazard Reduction and mediation of the Lead program units for low-income families with children under 6 years who are most at risk to lead poison.	Regular	06/30/07
4118-03/04	Arts Commission	Increase Amount $286,888 New Amount $543,000	Will conduct creative writing classes for youth-in-need at 13 community-based sites in San Francisco. Teachers will serve youth who may be incarcerated, educationally disadvantaged, recently immigrated, homeless, or in crisis.	Regular	06/30/05
4124-03/04	Municipal Transportation Agency	Increase Amount ***$5,910,142*** New Amount ***$10,910,142***	Will conduct Phase II of the Third Street Light Rail Transit Project, New Central Subway (NCS), consisting of a 1.75 mile extension of the Initial Operating Segment (IOS) north of King Street on Third and Fourth Streets.	Regular	02/28/08

Speakers: Amiee Albertson, Mayor's Office spoke on PSC #4121-03/04 and PSC #4122-03/04.
Galen Leung, Department of Public Health spoke on PSC #4123-03/04.
Janet Heller, Arts Commission spoke on PSC #4118-03/04.
David Coleman, IFPTE Local 21 and Vince Harris, Municipal Transportation Agency spoke on PSC #4124-03/04.

Action:

1. Postpone PSC #4125-03/04 to the meeting of June 21, 2004 at the request of the San Francisco International Airport. (Vote of 5 to 0)
2. Granted a qualified approval of PSC #4124-03/04 with an increase amount of $5,910,142 and the department to report on items discussed with IFPTE Local 21.
3. Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0393-04-5 Amendments to Civil Service Commission Rule Series 003 – Equal Employment Opportunity Policy Applicable to All Employees. (Item No. 9)

April 19, 2004: Post proposed amendments to Rule Series 003 – Equal Employment Opportunity applicable to all employees.

Speakers: Kate Favetti, Executive Officer

Action: Adopt as amended to add "rules and official policies" in all Volumes on Section on Prohibition of Sexual Harassment. (Vote of 5 to 0)

0394-04-5 Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (Item No. 10)

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2004, upon agreement with the affected employee organizations. (Vote of 5 to 0)

0395-04-5 **Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (Item No. 11)**

Speakers:	None.
Action:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2004, upon agreement with the affected employee organizations. (Vote of 5 to 0)

0835-01-6 **Appeal by Alice Fialkin of the Human Resources Director's decision regarding a complaint of discrimination. (Item No. 12)**

November 17, 2003:	Postpone to the meeting of February 2, 2004 at the request of Alice Fialkin.
February 2, 2004:	Postpone to the meeting of June 7, 2004 at the request of Alice Fialkin. No further continuances will be granted.
Speakers:	None.
Action:	Off calendar. (Vote of 5 to 0)

0396-04-5 **Report on the Q – 60 Lieutenant Eligible List, the Selection Process Utilized for Q – 60 Lieutenant Appointments and Extending the Eligible List for Three Months. (Item No. 13)**

Speakers:	Kate Favetti, Executive Officer Insp. Narda Gillespie, San Francisco Police Department Mark Osuna, San Francisco Police Department Linda Simon, Department of Human Resources Julie Gonzalez, San Francisco Police Department
Action:	San Francisco Police Department to report on schedule of Q – 60 Lieutenant examination at the meeting of June 21, 2004. (Vote of 4 to 0; Commissioner Richardson missed vote.)

0214-02-7 Determination of future employability: Termination of Temporary Exempt appointment of Maximillian Schweitzer, Transit Planner II (Job Code 5288) Municipal Transportation Agency. (Item No. 14)

Speakers:	None.
Action:	Off calendar. (Vote of 5 to 0)

0400-04-1 Annual Civil Service Commission Meeting Calendar 2004 – Review of Calendar Meeting Time. (Item No. 15)

Speakers:	Kate Favetti, Executive Officer
Action:	Provide language in Notices and Hearing Procedures to allow those who wish to address the Commission to request to be heard outside regular meeting hours. Request City Attorney's opinion. (Vote of 3 to 1; Commissioner Gorrono dissents; Commissioner Richardson missed vote.)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

5:23 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

JUN 15 2004

SAN FRANCISCO
PUBLIC LIBRARY

06-15-04A

Agenda and Notice of Special Meetings

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

5

16, 17, 18
24, 25/04
ecial

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

Note: The Agenda for each meeting listed below is the same.

Wednesday	June 16, 2004	8 a.m. – 12 p.m.*	Room 408
Thursday	June 17, 2004	8 a.m. – 1:30 p.m.*	Room 82
Friday	June 18, 2004	12 p.m. – 5 p.m.*	Room 82
Tuesday	June 22, 2004	8 a.m. – 1 p.m.*	Room 421
Thursday	June 24, 2004	8 a.m. – 1 p.m.*	Room 421
Friday	June 25, 2004	8 a.m. – 12 p.m.*	Room 400

** Meeting end time approximate.*

I. Call to Order and Roll Call

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Human Resources Director (File No. 0274-04-1) (ACTION ITEM)

A) PUBLIC EMPLOYEE APPOINTMENT – HUMAN RESOURCES DIRECTOR (DISCUSSION AND POSSIBLE ACTION ITEM)

Recommendation: Open for Discussion.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

B) Disclosure of action taken in closed session.

V. Adjournment

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted June 11, 2004

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item outside of regular business hours (after 5:00 p.m.) should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing by **telephone at (415) 252-3247 or by fax at (415) 252-3260.**

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5

6/04
ecial
osed

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Wednesday, June 16, 2004
8:00 a.m.

I. The Special Meeting was called to order at 8:13 a.m.

Present:	President Linda Richardson Vice President Thomas T. Ng Commissioner Donald A. Casper CommissionerMorgan R. Gorrono
Not Present:	CommissionerAlicia D. Becerril

DOCUMENTS DEPT.

JUN 3 0 2004

SAN FRANCISCO
PUBLIC LIBRARY

Commissioner Linda Richardson presided

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Human Resources Director (File No. 0274-04-1) (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

A) PUBLIC EMPLOYEE APPOINTMENT – HUMAN RESOURCES DIRECTOR (DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session started at 8:13 p.m. in City Hall, Room 408 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Kate Favetti, Executive Officer, CSC
Anita Sanchez, Assistant Executive Officer, CSC
Paul Zarefsky, Deputy City Attorney

Closed Session ended at 12:22 p.m.

IV. Reconvened in open session at 12:22 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 4 to 0)

V. Adjournment

12:23 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

65
5
/17/04
pecial
closed

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Thursday, June 17, 2004
8:00 a.m.

DOCUMENTS DEPT.

JUN 3 0 2004

SAN FRANCISCO
PUBLIC LIBRARY

I. The Special Meeting was called to order at 8:17 a.m.

Present:	President Linda Richardson Vice President Thomas T. Ng Commissioner Donald A. Casper
Not Present:	Commissioner Alicia D. Becerril Commissioner Morgan R. Gorrono

Commissioner Linda Richardson presided

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Human Resources Director (File No. 0274-04-1) (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 3 to 0)

A) PUBLIC EMPLOYEE APPOINTMENT – HUMAN RESOURCES DIRECTOR (DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session started at 8:18 p.m. in City Hall, Room 82 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Donald A. Casper
Kate Favetti, Executive Officer
Paul Zarefsky, Deputy City Attorney

Closed Session ended at 11:28 a.m.

IV. Reconvened in open session at 11:29 a.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 3 to 0)

V. Adjournment

11:30 a.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting – Closed Session

.18/04
ecial
losed

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

IORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Friday, June 18, 2004
12:00 p.m.

I. The Special Meeting was called to order at 12:17 p.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril (Arrived during Item III at 2:16 p.m.)
Commissioner Donald A. Casper
Not Present: Commissioner Morgan R. Gorrono

DOCUMENTS DEPT.
JUN 30 2004
SAN FRANCISCO
PUBLIC LIBRARY

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Human Resources Director (File No. 0274-04-1) (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 3 to 0)

A) PUBLIC EMPLOYEE APPOINTMENT – HUMAN RESOURCES DIRECTOR (DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session started at 12:20 p.m. in City Hall, Room 82 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng

VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Kate Favetti, Executive Officer
Paul Zarefsky, Deputy City Attorney

Closed session ended at 4:15 p.m.

IV. Reconvened in open session 4:16 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 4 to 0)

V. Adjournment

4:17 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

21/04
ecial
osed
2

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

Monday, June 21, 2004

12:30 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
JUN 17 2004
SAN FRANCISCO
PUBLIC LIBRARY

I. Call to Order and Roll Call

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Human Resources Director (File No. 0274-04-1) (ACTION ITEM)

   A) PUBLIC EMPLOYEE APPOINTMENT – HUMAN RESOURCES DIRECTOR (DISCUSSION AND POSSIBLE ACTION ITEM)

   Recommendation: Open for Discussion.

IV. Reconvene in open session:

   A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

   B) Disclosure of action taken in closed session.

V. Adjournment

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted June 16, 2004

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting – Closed Session

5
5
21/04
ecial
osed

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Monday, June 21, 2004
12:30 p.m.

I. The Special Meeting was called to order at 12:45 p.m.

Present:	President Linda Richardson Vice President Thomas T. Ng Commissioner Donald A. Casper Commissioner Morgan R. Gorrono
Not Present:	Commissioner Alicia D. Becerril

DOCUMENTS DEPT.
JUN 3 0 2004
SAN FRANCISCO
PUBLIC LIBRARY

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Human Resources Director (File No. 0274-04-1)(ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

A) PUBLIC EMPLOYEE APPOINTMENT – HUMAN RESOURCES DIRECTOR (DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session started at 12:47 p.m. in City Hall, Room 400 and the following were present:

President Morgan R. Gorrono
Vice President Linda Richardson
Donald A. Casper, Commissioner
Thomas T. Ng, Commissioner
Kate Favetti, Executive Officer, CSC
Anita Sanchez, Assistant Executive Officer, CSC
Paul Zarefsky, Deputy City Attorney

Closed Session ended at 12:58 p.m.

IV. Reconvened in open session at 12:58 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 4 to 0)

V. Adjournment

12:59 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

DOCUMENTS DEPT.
JUN 16 2004
SAN FRANCISCO
PUBLIC LIBRARY
06-15-04 A

5
1
21/04
ecial
osed

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Monday, June 21, 2004

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

I. Call to Order and Roll Call

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10(d) and California Government Code Section 54956.9 – Conference with Legal Counsel – Anticipated Litigation. (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS PLAINTIFF (DISCUSSION and POSSIBLE ACTION ITEM)
Initiation of Litigation pursuant to California Government Code Section 54956.9 (c) and San Francisco Administrative Code Section 67.10 (d): One Case

V. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a) (ACTION ITEM)
B) Disclosure of action taken in closed session. (ACTION ITEM)

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 6/15/04

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

65
5
/21/04
pecial
losed

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, June 21, 2004
1:00 p.m.

DOCUMENTS DEPT.
JUN 2 8 2004
SAN FRANCISCO
PUBLIC LIBRARY

I. The Special Meeting was called to order at 1:02 p.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril (Arrived at 1:04 p.m. during Item III)
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10(d) and California Government Code Section 54956.9 – Conference with Legal Counsel – Anticipated Litigation. (ACTION ITEM)

Action: The commission voted to conduct a closed session. (Vote of 4 to 0)

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS PLAINTIFF (DISCUSSION and POSSIBLE ACTION ITEM)
Initiation of Litigation pursuant to California Government Code Section 54956.9 (c) and San Francisco Administrative Code Section 67.10 (d): One Case

Closed Session started at 1:04 p.m. in City Hall, Room 400 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Kate Favetti, Executive Officer
Lizzette Henríquez, Civil Service Commission
Anita Sanchez, Assistant Executive Officer
Paul Zarefsky, Deputy City Attorney

Closed Session ended at 2:07 p.m.

IV. Reconvened in open session at 2:08 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 5 to 0)

V. Adjournment

2:08 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5
1/04

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

DOCUMENTS DEPT.
JUN 17 2004
SAN FRANCISCO
PUBLIC LIBRARY
06-17-04A10:

AGENDA

Regular Meeting
of
June 21, 2004

Order of Business

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATIONS AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 21, 2004
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – **Action Item**

Special Meeting of June 7, 2004 – Closed Session

Recommendation: Approve.

Regular Meeting of June 7, 2004

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

COMMENDATIONS AGENDA

(5) **Commendation for Andrea Gourdine, Human Resources Director upon her retirement after 36 years of service to the City & County of San Francisco. (File No. 0432-04-1) – Action Item**

Recommendation: Approve.

(10) Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (File No. 0395-04-5) - Action Item

June 7, 2004: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2004, upon agreement with the affected employee organizations.

Recommendation: Approve the extension of Rule 413, Article II, Section 413.2.2 - Expansion of Certification Rules, through December 31, 2004, for Local 21, Local 250, and Local 790, excluding Local 535 until further notice.

(11) Report from the Municipal Transportation Agency on Provisional Appointments. (File No. 0427-04-1) – Action Item

Recommendation: Accept and file report.

(12) Report from the Municipal Transportation Agency on Appointments Exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (File No. 0428-04-1) – Action Item

Recommendation: Accept and file report.

(13) Report from the Department of Human Resources on Provisional Appointments. (File No. 0429-04-1) – Action Item

Recommendation: Accept and file report.

(14) Report from the Department of Human Resources on Exempt Positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0430-04-1) – Action Item

Recommendation: Accept and file report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(15) Report from the San Francisco Police Department Decentralized Unit on the Q – 60 Lieutenant examination process and procedures. (File No. 0430-04-4) – Discussion and possible action

Recommendation: Open for discussion.

(16) Review of request for approval of proposed personal services contracts. (File No. 0431-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4130-03/04	Public Health	Increase Amount $1,563,660 New Amount $3,441,848	Will provide temporary laundry services to Laguna Honda Hospital (LHH) and San Francisco General Hospital (SFGH). Services include picking up and processing soiled hospital laundry seven days per week, including holidays.	Regular	12/31/04

Recommendation: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(17) Appeal by the San Francisco Unified School District of the decision of the Human Resources Director to allow Ms. Nelita Samson to rescind her waiver of employment. (File No. 0230-04-5) - Action Item

Recommendation of the Human Resources Director: Deny the appeal by the School District and uphold the decision to allow Ms. Nelita Samson to rescind her waiver for the 1410 Chief Clerk position.

(18) Appeal by Bennette Nulph of the Human Resources Director's finding of insufficient evidence to sustain a charge of sexual harassment, disparate treatment in work assignments and retaliation. (File No. 0304-03-6) - Action Item

February 17, 2004: Postpone to the meeting of May 3, 2004 at the request of Bennette Nulph.

May 3, 2004: Postpone to the meeting of June 21, 2004 at the request of Bennette Nulph. This will be the last continuance granted.

Recommendation of the Human Resources Director: Adopt report. Sustain decision of Human Resources Director, deny the appeal by Bennette Nulph.

(19) **Appeal by Angel Orozco following the Police Department's background investigation and recommendation of rejection for Q – 2 Police Officer and the decision of the Human Resources Director to uphold recommendation. (File No. 0160-04-4) – Action Item**

May 3, 2004:	Postpone to the meeting of May 17, 2004 or when all five Commissioners are present.
May 17, 2004:	Postpone to the meeting of June 21, 2004 at the request of the San Francisco Police Department.
Recommendation:	Adopt report. Sustain recommendation of the Police Department; deny appeal by Angel Orozco.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(20) **Determination of future employability: Resignation of permanent civil service appointment of Janet Pickens, Senior Clerk Typist (Job Code 1426) with services unsatisfactory. (File No. 0621-03-7) - Action Item**

Recommendation of the Department of Building Inspection:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Department of Building Inspection.

(21) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(22) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5
5
21/04

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
June 21, 2004

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
JUN 28 2004
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:17 p.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present (Missed Item #20, 21 and 22. Left at 6:30 p.m.)
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present (Missed Item #18, 20, 21 and 22. Left at 4:51 p.m.)

President Linda Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of June 7, 2004 – Closed Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of June 7, 2004

Action: Approve. (Vote of 5 to 0)

COMMENDATIONS AGENDA

0432-04-1 **Commendation for Andrea Gourdine, Human Resources Director upon her retirement after 36 years of service to the City & County of San Francisco. (Item No. 5)**

Action: Approve. (Vote of 5 to 0)

PRESENTATION TO PRECEDING PRESIDENT MORGAN R. GORRONO

President Linda Richardson presented Commissioner Morgan Gorrono with a gavel plaque in recognition of his service as President from June 2003 to June 2004.

0326-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4125-03/04	Airport Commission	$400,000	Will provide the development of a concessions oriented way-finding signage and graphics program for the new food & beverage program in the Domestic Terminals; how many type of signs; management of the construction and installation of signs.	Regular	12/31/05

June 7, 2004: Postpone to the meeting of June 21, 2004 at the request of the San Francisco International Airport.

Speakers: Gabe Karol, San Francisco International Airport

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0426-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2008-03/04 *Over to 7/6/04*	Public Health	$59,300,000	To provide various services to people with HIV/AIDS and to those who are at risk. Services will include counseling, case management, housing, prevention, health education, advocacy, transportation, telephone hotline, testing and outreach.	Continuing	06/30/09
4127-03/04	Telecommunication & Information Services	$92,500	Will conduct a study of a representative sample of City residents to determine the population's needs and interests regarding cable television; identify partnering opportunities with private and public agencies; and develop strategic communication plans.	Regular	12/01/04

4128-03/04	Public Utilities Commission (Water)	$900,000	To provide laboratory testing for drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (tissues); to ensure regulatory compliance required by Federal and State agencies.	Regular	06/30/07
4129-03/04 ***Over to 7/6/04***	Public Health	$901,712	Will provide clinical quality assurance activities for Fire Department Emergency Medical Services (EMS) and Emergency Communications Department. The Department of Public Health will provide programmatic oversight of the contractual services.	Regular	06/30/06

Speakers: Galen Leung, Department of Public Health spoke on PSC #2008-03/04 and PSC #4129-03/04.
Brian Roberts, Department of Telecommunications and Information Services spoke on PSC #4127-03/04.

Action: Postpone PSC #2008-03/04 and PSC #4129-03/04 to the meeting of July 6, 2004. Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0413-04-3 **Certification of the Prevailing Rate of Wages for Workers Engaged in Rigging, Sound, Projection, Theatrical Lighting, Videos, Computers, Draping, Carpentry, Special Effects, and Motion Picture Services on property owned by the City & County of San Francisco. (Item No. 8)**

Speakers: None.

Action: Adopt report; Forward to Board of Supervisors.
(Vote of 5 to 0)

0394-04-5 **Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (Item No. 9)**

June 7, 2004: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2004, upon agreement with the affected employee organizations.

Speakers: None.

Action: Approve the extension of Rule 113, Article II, Section 113.2.2 - Expansion of Certification Rules, through December 31, 2004, for Local 21, Local 250, and Local 790, excluding Local 535 until further notice. (Vote of 5 to 0)

0395-04-5 Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (Item No. 10)

June 7, 2004: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2004, upon agreement with the affected employee organizations.

Speakers: None.

Action: Approve the extension of Rule 413, Article II, Section 413.2.2 - Expansion of Certification Rules, through December 31, 2004, for Local 21, Local 250, and Local 790, excluding Local 535 until further notice. (Vote of 5 to 0)

0427-04-1 Report from the Municipal Transportation Agency on Provisional Appointments. (Item No. 11)

Speakers: None.

Action: Accept and file report. (Vote of 5 to 0)

0428-04-1 Report from the Municipal Transportation Agency on Appointments Exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (Item No. 12)

Speakers: None.

Action: Accept and file report. (Vote of 5 to 0)

0429-04-1 Report from the Department of Human Resources on Provisional Appointments. (Item No. 13)

Speakers: Marsha Stroope, Department of Human Resources

Action: Accept and file report. (Vote of 5 to 0)

0430-04-1 Report from the Department of Human Resources on Exempt Positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 14)

Speakers: None.

Action: Accept and file report. (Vote of 5 to 0)

0430-04-4 **Report from the San Francisco Police Department Decentralized Unit on the Q – 60 Lieutenant examination process and procedures. (Item No. 15)**

Speakers: Terri Brady, San Francisco Police Department
Chief Heather Fong, San Francisco Police Department

Action: Accept report. (Vote of 5 to 0)

0431-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 16)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4130-03/04	Public Health	Increase Amount $1,563,660 New Amount $3,441,848	Will provide temporary laundry services to Laguna Honda Hospital (LHH) and San Francisco General Hospital (SFGH). Services include picking up and processing soiled hospital laundry seven days per week, including holidays.	Regular	12/31/04

Speakers: Galen Leung, Department of Public Health

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0230-04-5 **Appeal by the San Francisco Unified School District of the decision of the Human Resources Director to allow Ms. Nelita Samson to rescind her waiver of employment. (Item No. 17)**

Speakers: Kerry Ko, Department of Human Resources
Linda Marini, San Francisco Unified School District

Disclosure: Commissioner Alicia Becerril disclosed that she serves as President of the Board of Institute Laboral dela Raza union representative is a member.

Action: Grant the appeal by the School District and deny the decision of the Human Resources Director to allow Ms. Nelita Samson to rescind her waiver for the 1410 Chief Clerk position.
(Vote of 3 to 2; Commissioners Becerril and Casper dissent.)

0304-03-6 **Appeal by Bennette Nulph of the Human Resources Director's finding of insufficient evidence to sustain a charge of sexual harassment, disparate treatment in work assignments and retaliation. (Item No. 18)**

February 17, 2004: Postpone to the meeting of May 3, 2004 at the request of Bennette Nulph.

May 3, 2004: Postpone to the meeting of June 21, 2004 at the request of Bennette Nulph. This will be the last continuance granted.

0304-03-6 (continued)

Speakers:
Dorothy Yee, Department of Human Resources
Faith Van Putten, Municipal Transportation Agency
Vernon Crawley, Municipal Transportation Agency
Vernon Nulph, Representative of Bennette Nulph
Bennette Nulph, Appellant

Action: Adopt report. Sustain decision of Human Resources Director; deny the appeal by Bennette Nulph. (Vote of 4 to 0; Commissioner Gorrono missed vote.)

0160-04-4 **Appeal by Angel Orozco following the Police Department's background investigation and recommendation of rejection for Q – 2 Police Officer and the decision of the Human Resources Director to uphold recommendation. (Item No. 19)**

May 3, 2004: Postpone to the meeting of May 17, 2004 or when all five Commissioners are present.

May 17, 2004: Postpone to the meeting of June 21, 2004 at the request of the San Francisco Police Department.

Speakers:
Capt. Mario Gonzalez, San Francisco Police Department
Insp. Adele Roberts, San Francisco Police Department
Angel Orozco, Appellant

Action: Adopt report. Sustain recommendation of the Police Department; deny appeal by Angel Orozco. (Vote of 5 to 0)

0621-03-7 **Determination of future employability: Resignation of permanent civil service appointment of Janet Pickens, Senior Clerk Typist (Job Code 1426) with services unsatisfactory. (Item No. 20)**

Speakers:
John Marquez, Department of Building Inspection
Janet Pickens, Appellant
Rosemary Bosque, Department of Building Inspection

Action: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Department of Building Inspection. (Vote of 3 to 0; Commissioners Gorrono and Becerril missed vote.)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Commissioner Donald Casper inquired about his request to reconsider the action of the Commission at its meeting of May 17, 2004 regarding the Salaries and Benefits of Elected Officials. A Special Meeting was scheduled for Friday, June 25, 2004 at 10:00 a.m. in Room 400, City Hall to review the matter.

ADJOURNMENT

6:59 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5
22/04
ecial
losed

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Tuesday, June 22, 2004
8:00 a.m.

I. The Special Meeting was called to order at 8:34 a.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Donald A. Casper
Not Present: Commissioner Alicia D. Becerril
Commissioner Morgan R. Gorrono

DOCUMENTS DEPT.
JUN 30 2004
SAN FRANCISCO
PUBLIC LIBRARY

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Human Resources Director (File No. 0274-04-1) (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 3 to 0)

A) PUBLIC EMPLOYEE APPOINTMENT – HUMAN RESOURCES DIRECTOR (DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session started at 8:35 a.m. in City Hall, Room 421 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Donald A. Casper
Kate Favetti, Executive Officer
Paul Zarefsky, Deputy City Attorney

Closed session ended at 12:40 p.m.

IV. Reconvened in open session at 12:41 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 3 to 0)

V. Adjournment

12:42 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5

4/04
ecial
osed

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Thursday, June 24, 2004
8:00 a.m.

I. The Special Meeting was called to order at 8:26 a.m.

Present:	President Linda Richardson Vice President Thomas T. Ng Commissioner Donald A. Casper Commissioner Morgan R. Gorrono
Not Present:	Commissioner Alicia D. Becerril

DOCUMENTS DEPT.
JUN 30 2004
SAN FRANCISCO
PUBLIC LIBRARY

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Human Resources Director (File No. 0274-04-1) (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

A) PUBLIC EMPLOYEE APPOINTMENT – HUMAN RESOURCES DIRECTOR (DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session started at 8:28 a.m. in City Hall, Room 421 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Kate Favetti, Executive Officer
Paul Zarefsky, Deputy City Attorney

Closed session ended at 11:43 a.m.

IV. Reconvened in open session at 11:44 a.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 4 to 0)

V. Adjournment

11:45 a.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting – Closed Session

Friday, June 25, 2004
8:00 a.m.

5
5
'25/04
ecial
losed

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

IORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

DOCUMENTS DEPT.
JUN 30 2004
SAN FRANCISCO
PUBLIC LIBRARY

I. The Special Meeting was called to order at 8:27 a.m.

Present:
President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril (Arrived at 8:46 a.m. during Item III)
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Human Resources Director (File No. 0274-04-1) (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

A) PUBLIC EMPLOYEE APPOINTMENT – HUMAN RESOURCES DIRECTOR (DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session started at 8:28 a.m. in City Hall, Room 400 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril (Arrived at 8:46 a.m.)
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Kate Favetti, Executive Officer
Anita Sanchez, Assistant Executive Officer
Paul Zarefsky, Deputy City Attorney

Closed session ended at 9:37 a.m.

IV. Reconvened in open session 9:38 a.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 5 to 0)

B) Disclosure of action taken in closed session

Action: The Commission voted to submit nominees to the Mayor. (Vote of 5 to 0)

V. Adjournment

9:39 a.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5/04
ecial
2

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

Friday, June 25, 2004
10:00 a.m.

DOCUMENTS DEPT.
JUN 23 2004
SAN FRANCISCO
PUBLIC LIBRARY
06-23-04 A10:44 RCVD

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Reconsideration of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 2004-2005 in accordance with Charter Section A8.409-1.

May 17, 2004:

1. No increase in salary for elected officials (excluding Member, Board of Supervisors). (Vote of 4 to 1; President Gorrono dissents.)

2. Benefits for elected officials (including Member, Board of Supervisors) equal to benefits of Municipal Executives Association (MEA) covered employee effective July 1, 2004. (Vote of 4 to 1; President Gorrono dissents.)

3. Forward to the Mayor's Office for inclusion in the Fiscal Year 2004-2005 Budget being transmitted to the Board of Supervisors. (Vote of 5 to 0)

Recommendation: Open for Discussion.

IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 6/22/04

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5
5
/25/04
ecial

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Open Session

Friday, June 25, 2004
10:00 a.m.

I. The Special Meeting was called to order at 10:00 a.m.

Present:
President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

DOCUMENTS DEPT.
JUN 30 2004
SAN FRANCISCO
PUBLIC LIBRARY

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda.

None.

III. Reconsideration of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2004 – 2005 in accordance with Charter Section A8.409-1.

May 17, 2004:

1. No increase in salary for elected officials (excluding Member, Board of Supervisors). (Vote of 4 to 1; President Gorrono dissents.)
2. Benefits for elected officials (including Member, Board of Supervisors) equal to benefits of Municipal Executives Associations (MEA) covered employee effective July 1, 2004. (Vote of 4 to 1; President Gorrono dissents.)
3. Forward to the Mayor's Office for inclusion in the Fiscal Year 2004-2005 Budget being transmitted to the Board of Supervisors. (Vote of 5 to 0)

Speakers: Clare Murphy, Executive Director Retirement System

Action:

1) Amend its action of May 17, 2004, to increase the salary of elected officials (excluding Member, Board of Supervisors) 1.8% effective July 1, 2004. (Vote of 5 to 0)
2) This action is solely for the purpose of maintaining the pension benefits of elected officials at a rate which provides some degree of parity with other City employees. The Commission urges the elected officials to voluntarily return the 1.8% increase to the General Fund. (Vote of 4 to 1; Commissioner Gorrono dissents.)
3) Waive the Attorney/Client privilege and disclose the outside counsel opinion regarding Section A8.409-1 of the Charter of the City & County of San Francisco issued on May 1, 2002 by Liebert Cassidy Whitmore. (Vote 5 to 0)

IV. Adjournment

10:44 a.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

'04
ial
ed

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Tuesday, July 6, 2004

1:30 p.m.

Room 408 – City Hall
1 Dr. Carlton B. Goodlett Place

I. Call to Order and Roll Call

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10(d) and California Government Code Section 54956.9 – Conference with Legal Counsel – Anticipated Litigation. (ACTION ITEM)

- A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS PLAINTIFF (DISCUSSION and POSSIBLE ACTION ITEM)
  Initiation of Litigation pursuant to California Government Code Section 54956.9 (c) and San Francisco Administrative Code Section 67.10 (d): One Case

V. Reconvene in open session

- A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a) (ACTION ITEM)
- B) Disclosure of action taken in closed session. (ACTION ITEM)

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 6/30/04

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting – Closed Session

5
-
/04
ecial
osed

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

IORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Tuesday, July 6, 2004
1:30 p.m.

I. The Special Meeting was called to order at 1:46 p.m.

DOCUMENTS DEPT.
JUL 9 2004
SAN FRANCISCO
PUBLIC LIBRARY

Present:	President Linda Richardson Vice President Thomas T. Ng Commissioner Alicia D. Becerril Commissioner Donald A. Casper
Not Present:	Commissioner Morgan R. Gorrono

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10(d) and California Government Code Section 54956.9 – Conference with Legal Counsel – Anticipated Litigation. (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS PLAINTIFF (DISCUSSION and POSSIBLE ACTION ITEM)
Initiation of Litigation pursuant to California Government Code Section 54956.9 (c) and San Francisco Administrative Code Section 67.10 (d): One Case

Closed Session started at 1:47 p.m. in City Hall, Room 416 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Kate Favetti, Executive Officer
Lizzette Henríquez, Civil Service Commission
Anita Sanchez, Assistant Executive Officer
Paul Zarefsky, Deputy City Attorney

Closed session ended at 2:30 p.m.

IV. Reconvened in open session 2:30 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 4 to 0)

V. Adjournment

2:30 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
July 6, 2004

Order of Business

2:00 p.m.

ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

DOCUMENTS DEPT.
JUL - 1 2004
SAN FRANCISCO
PUBLIC LIBRARY
07-01-04P01:46 RCVD

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force,
1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax:
(415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 6, 2004
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of June 16, 2004 – 8:30 a.m. Closed Session
Special Meeting of June 17, 2004 – 8:30 a.m. Closed Session
Special Meeting of June 18, 2004 – 12:30 p.m. Closed Session
Special Meeting of June 21, 2004 – 12:30 p.m. Closed Session
Special Meeting of June 21, 2004 – 1:00 p.m. Closed Session
Special Meeting of June 22, 2004 – 1:00 p.m. Closed Session
Special Meeting of June 24, 2004 – 12:30 p.m. Closed Session
Special Meeting of June 25, 2004 – 8:00 a.m. Closed Session
Special Meeting of June 25, 2004 – 10:00 a.m. Open Session

Recommendation: Approve.

Regular Meeting of June 21, 2004

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0426-04-8) – Action Item

2008-03/04	Public Health	$59,300,000	To provide various services to people with HIV/AIDS and to those who are at risk. Services will include counseling, case management, housing, prevention, health education, advocacy, transportation, telephone hotline, testing and outreach.	Continuing	06/30/09
4129-03/04	Public Health	$901,712	Will provide clinical quality assurance activities for Fire Department Emergency Medical Services (EMS) and Emergency Communications Department. The Department of Public Health will provide programmatic oversight of the contractual services.	Regular	06/30/06

June 21, 2004:	Postpone to the meeting of July 6, 2004.
Recommendation of the Human Resources Director:	Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0444-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4131-03/04	Environment	$450,000	Will conduct a disposal characterization, toxicity profile and diversion studies for San Francisco's waste stream; documenting achievement of the State's 50% landfill diversion mandate, and plan programs to reach and monitor progress toward City's goals.	Regular	06/29/07
4132-03/04	Police	$114,000	Will provide phlebotomy services 24 hours a day, 7 days a week to conduct blood draws at various locations on suspected drunk drivers for law enforcement agencies in theCity and County of San Francisco according to specific legal standards.	Regular	06/30/05
4133-03/04	Airport	$245,000	Will provide proper inspection and testing of the seismic retrofitting of Terminal Upper Level Viaduct; oversee Micropile installation inspection and testing, welding inspection, environmental testing of asbestos, lead paint, contaminated soil and water.	Regular	07/01/06

4134-03/04	Children, Youth & Families	$115,000	Will provide program evaluation and research services for San Francisco SafeStart Initiative, an integrated program serving children ages 0-6 years old who are exposed to violence.	Regular	10/31/05
4135-03/04	Public Works	$4,000,000	Will provide various as-needed engineering work and services required to augment the workload of the Bureau of Construction Management by providing services to other Departments in the City for many emergency jobs and short term/duration projects.	Regular	08/31/07
4136-03/04	Public Health	$1,320,000	Will provide storage and retrieval services for approximately 32,500 linear feet of medical records for the City and County of San Francisco and its Departments, divisions and on-campus Primary Care and Specialty Clinics to comply with local, state & federal laws.	Regular	06/30/08
4137-03/04	Fire Department	$940,000	Will provide physical fitness evaluations on uniformed Fire Department personnel including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.	Regular	06/30/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Civil Service Commission review and comment of Departmental Statement of Incompatible Activities - Department of Elections. (File No. 0446-04-1) – Action Item

Recommendation: Review; Forward comment to Ethics Commission.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

---

(8) **Determination of future employability: Dismissal of permanent civil service appointment of Lerone Robinson, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0321-04-7) - Action Item**

Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status; Must participate in an appropriate substance abuse program and receive a release to work from a DHR designated professional in substance abuse.

EXECUTIVE OFFICER'S REPORT

(9) **Draft proposed Statement of Incompatible Activities – Civil Service Department. (File No. 0447-04-1) – Action Item**

Recommendation: Open for discussion.

(10) **Discussion on proposed draft amendments to Civil Service Commission Rule Series 018 – Conflict of Interest applicable to all employees. (File No. 0453-04-5)**

Recommendation: Open for discussion.

(11) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(12) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

5

/04

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Regular Meeting
July 6, 2004

2:00 p.m.
THE MEETING WAS MOVED TO ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
JUL 9 - 2004
SAN FRANCISCO
PUBLIC LIBRARY
07-09-04 A10:54 RCVD

CALL TO ORDER

2: 32 p.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Not Present

President Linda Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of June 16, 2004 – 8:30 a.m. Closed Session
Special Meeting of June 17, 2004 – 8:30 a.m. Closed Session
Special Meeting of June 18, 2004 – 12:30 p.m. Closed Session
Special Meeting of June 21, 2004 – 12:30 p.m. Closed Session
Special Meeting of June 21, 2004 – 1:00 p.m. Closed Session
Special Meeting of June 22, 2004 – 1:00 p.m. Closed Session
Special Meeting of June 24, 2004 – 12:30 p.m. Closed Session
Special Meeting of June 25, 2004 – 8:00 a.m. Closed Session
Special Meeting of June 25, 2004 – 10:00 a.m. Open Session

Action: Approve. (Vote of 4 to 0 as amended)

Regular Meeting of June 21, 2004

Action: Approve. (Vote of 4 to 0)

0426-04-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

2008-03/04	Public Health	$59,300,000	To provide various services to people with HIV/AIDS and to those who are at risk. Services will include counseling, case management, housing, prevention, health education, advocacy, transportation, telephone hotline, testing and outreach.	Continuing	06/30/09
4129-03/04	Public Health	$901,712	Will provide clinical quality assurance activities for Fire Department Emergency Medical Services (EMS) and Emergency Communications Department. The Department of Public Health will provide programmatic oversight of the contractual services.	Regular	06/30/06

June 21, 2004: Postpone to the meeting of July 6, 2004.

Speakers: Galen Leung, Department of Public Health spoke on PSC #2008-03/04 and PSC #4129-03/04.

Action:
(1) PSC #2008-03/04 amended indicating that the RFP process will be utilized. Approval retroactive to July 1, 2004.
(2) Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0444-04-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4131-03/04	Environment	$450,000	Will conduct a disposal characterization, toxicity profile and diversion studies for San Francisco's waste stream; documenting achievement of the State's 50% landfill diversion mandate, and plan programs to reach and monitor progress toward City's goals.	Regular	06/29/07
4132-03/04	Police	$114,000	Will provide phlebotomy services 24 hours a day, 7 days a week to conduct blood draws at various locations on suspected drunk drivers for law enforcement agencies in theCity and County of San Francisco according to specific legal standards.	Regular	06/30/05
4133-03/04	Airport	$245,000	Will provide proper inspection and testing of the seismic retrofitting of Terminal Upper Level Viaduct; oversee Micropile installation inspection and testing, welding inspection, environmental testing of asbestos, lead paint, contaminated soil and water.	Regular	07/01/06

4134-03/04	Children, Youth & Families	$115,000	Will provide program evaluation and research services for San Francisco SafeStart Initiative, an integrated program serving children ages 0-6 years old who are exposed to violence.	Regular	10/31/05
4135-03/04	Public Works	$4,000,000	Will provide various as-needed engineering work and services required to augment the workload of the Bureau of Construction Management by providing services to other Departments in the City for many emergency jobs and short term/duration projects.	Regular	08/31/07
4136-03/04	Public Health	$1,320,000	Will provide storage and retrieval services for approximately 32,500 linear feet of medical records for the City and County of San Francisco and its Departments, divisions and on-campus Primary Care and Specialty Clinics to comply with local, state & federal laws.	Regular	06/30/08
4137-03/04	Fire Department	$940,000	Will provide physical fitness evaluations on uniformed Fire Department personnel including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.	Regular	06/30/08

Speakers: Mark Westlund, Department of the Environment spoke on PSC #4131-03/04.
Alan Fox, Department of Children, Youth & Families spoke on PSC #4134-03/04.
Stanley DeSouza and Donald Eng, Department of Public Works spoke on PSC # 4135-03/04.
June Waechtler and Colleen Bales, San Francisco Fire Department, spoke on PSC #4137-03/04.

Action: Adopt the Human Resources Director's report on PSC #4131-03/04. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0; Commissioner Becerril missed vote) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0446-04-1 **Civil Service Commission review and comment of Departmental Statement of Incompatible Activities - Department of Elections. (Item No. 7)**

Speakers: Mabel Ng, Ethics Commission

Action: Reviewed; Forward comments to Ethics Commission. (Vote of 4 to 0)

0321-04-7 **Determination of future employability: Dismissal of permanent civil service appointment of Lerone Robinson, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 8)**

Speakers: None.

Action: Cancel any current examination and eligibility status; Must participate in an appropriate substance abuse program and receive a release to work from a DHR designated professional in substance abuse. (Vote of 4 to 0) Mr. Robinson failed to appear.

0447-04-1 **Draft proposed Statement of Incompatible Activities – Civil Service Department. (Item No. 9)**

Speakers: Kate Favetti, Executive Officer

Action: Postpone to the meeting of July 19, 2004. (Vote of 4 to 0)

0453-04-5 **Discussion on proposed draft amendments to Civil Service Commission Rule Series 018 – Conflict of Interest applicable to all employees. (Item No. 10)**

Speakers: Kate Favetti, Executive Officer

Action: Postpone to the meeting of July 19, 2004. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:40 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Monday, July 19, 2004

1:00 p.m.

Room 400 – City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
JUL 15 2004
SAN FRANCISCO
PUBLIC LIBRARY

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10(d) and California Government Code Section 54956.9 – Conference with Legal Counsel – Anticipated Litigation. (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS PLAINTIFF (DISCUSSION and POSSIBLE ACTION ITEM)
Initiation of Litigation pursuant to California Government Code Section 54956.9 (c) and San Francisco Administrative Code Section 67.10 (d): One Case

V. Reconvene in open session

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a) (ACTION ITEM)

B) Disclosure of action taken in closed session. (ACTION ITEM)

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 7/13/04

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
July 19, 2004

Order of Business

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force,
1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax:
(415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 19, 2004
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of July 6, 2004 – 1:30 p.m. Closed Session

Recommendation: Approve.

Regular Meeting of July 6, 2004

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0466-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-04/05	District Attorney	$90,000	Will provide general legal research and writing. Will research, draft and file misdemeanor law and motion matters, including oppositions to motions to suppress evidence, demurrers, motions to strike, speedy trial motions and other motions as necessary.	Regular	06/30/05
4001-04/05	Police	$62,000	Will provide outpatient mental health services to Police Department members and their families. Services will entail eight visits per family member per fiscal year and will be available throughout the United States.	Regular	12/31/04
4002-04/05	Public Utilities Commission (Water)	$250,000	Will design, install and commission a fully integrated and operational photovoltaic renewable energy system at renewable energy plants at ten municipal facilities in San Francisco.	Regular	10/01/05
4003-04/05	Port	Increase Amount $12,425 New Amount $62,125	Will provide education and community outreach services at the Port's Heron's Head Park.	Regular	09/30/04
4127-02/03 *Withdrawn*	Controller	Increase Amount $300,000 New Amount $540,000	Will research and prepare eligible case data to submit claims to the federal government on behalf of the City and County to recover costs related to the Southwest Border Prosecution Initiative.	Regular	06/30/05

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Civil Service Commission review and comment of Departmental Statement of Incompatible Activities - Planning Department and Film Commission (File No. 0467-04-1) – Action Item

Recommendation: Review; Forward comment to Ethics Commission.

(7) Survey of Monthly Rates Paid to Police Officers and Firefighters in all Cities of 350,000 or More in the State of California. (File No. 0458-04-3) - Action Item

Recommendation: Adopt report; Transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590.7; Provide report to the Board of Supervisors.

(8) Appeal by Vera Ann Brown-Pittman of the rejection of her application for Porter (Job Code 1736) with the Department of Public Health based on her conviction record. (File No. 0298-04-4) - Action Item

Recommendation: Deny the appeal of Ms. Brown-Pittman.

(9) Appeal by Robert Jimenez of the rejection of his application for Porter (Job Code 1736) with the Department of Public Health based on his conviction record. (File No. 0341-04-4) - Action Item

Recommendation: Deny the appeal of Mr. Jimenez.

(10) Review of request for approval of proposed personal services contracts. (File No. 0475-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4004-04/05	Arts Commission	$1,235,252	Will perform "Summer in the City Concert Series" at Davies Symphony Hall and Sharon Meadow in Golden Gate Park, in accordance with the City Charter.	Regular	12/31/04

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

EXECUTIVE OFFICER'S REPORT

(11) Draft proposed Statement of Incompatible Activities – Civil Service Department. (File No. 0447-04-1) – Action Item

July 6, 2004: Postpone to the meeting of July 19, 2004.

Recommendation: Adopt; Forward to Ethics Commission.

(12) **Discussion on proposed draft amendments to Civil Service Commission Rule Series 018 – Conflict of Interest applicable to all employees. (File No. 0453-04-5)**

July 6, 2004;	Postpone to the meeting of July 19, 2004.
Recommendation:	Open for discussion.

(13) **Update on Civil Service Commission Goals and Objectives for Fiscal Year 2003-04 and planning for FY 2004-05. (File No. 0468-04-1)**

Recommendation: Open for discussion.

(14) **Proposed Agenda for Strategic Planning Meeting. (File No. 0474-04-1) – Action Item**

Recommendation: Open for discussion.

(15) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(16) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

5
5
19/04
sed

Minutes of Special Meeting – Closed Session

Monday, July 19, 2004
1:00 p.m.

I. The Special Meeting was called to order at 1:14 p.m.

DOCUMENTS DEPT.
JUL 23 2004
SAN FRANCISCO
PUBLIC LIBRARY

Present:	President Linda Richardson Vice President Thomas T. Ng Commissioner Donald A. Casper Commissioner Morgan R. Gorrono
Not Present:	Commissioner Alicia D. Becerril

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10(d) and California Government Code Section 54956.9 – Conference with Legal Counsel – Anticipated Litigation. (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS PLAINTIFF (DISCUSSION and POSSIBLE ACTION ITEM)
Initiation of Litigation pursuant to California Government Code Section 54956.9 (c) and San Francisco Administrative Code Section 67.10 (d): One Case

Closed Session started at 1:15 p.m. in City Hall, Room 400 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Kate Favetti, Executive Officer
Lizzette Henríquez, Civil Service Commission
Anita Sanchez, Assistant Executive Officer
Paul Zarefsky, Deputy City Attorney

Closed session ended at 1:56 p.m.

IV. Reconvened in open session 1:56 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 4 to 0)

V. Adjournment

1:57 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

1/04

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

MINUTES

Regular Meeting
July 19, 2004

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
JUL 23 2004
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:05 p.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present (Missed Item #1,2,3,4,5) Arrived at 2:28 p.m.
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present (Missed Item #13)

President Linda Richardson presided. (Missed part of Item #12; Vice President Thomas Ng presiding.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of July 6, 2004 – 1:30 p.m. Closed Session

Action: Approve. (Vote of 4 to 0)

Regular Meeting of July 6, 2004

Action: Approve. (Vote 4 to 0)

0466-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-04/05 *Over to 8//2/04*	District Attorney	$90,000	Will provide general legal research and writing. Will research, draft and file misdemeanor law and motion matters, including oppositions to motions to suppress evidence, demurrers, motions to strike, speedy trial motions and other motions as necessary.	Regular	06/30/05
4001-04/05	Police	$62,000	Will provide outpatient mental health services to Police Department members and their families. Services will entail eight visits per family member per fiscal year and will be available throughout the United States.	Regular	12/31/04
4002-04/05	Public Utilities Commission (Water)	$250,000	Will design, install and commission a fully integrated and operational photovoltaic renewable energy system at renewable energy plants at ten municipal facilities in San Francisco.	Regular	10/01/05
4003-04/05	Port	Increase Amount $12,425 New Amount $62,125	Will provide education and community outreach services at the Port's Heron's Head Park.	Regular	09/30/04
4127-02/03 *Withdrawn*	Controller	Increase Amount $300,000 New Amount $540,000	Will research and prepare eligible case data to submit claims to the federal government on behalf of the City and County to recover costs related to the Southwest Border Prosecution Initiative.	Regular	06/30/05

Speakers: Mary Dunnigan, San Francisco Police Department spoke on PSC #4001-04/05.
Fred Schwartz and Kim Knox, Public Utilities Commission spoke on PSC #4002-04/05.
Kathy Mallegni, Port Commission spoke on PSC #4003-04/05.

Action: Postpone PSC #4000-04/05 to the meeting of August 2, 2004; PSC #4127-02/03 withdrawn at the request of the Office of the Controller; Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0467-04-1 **Civil Service Commission review and comment of Departmental Statement of Incompatible Activities - Planning Department and Film Commission (Item No. 6)**

Speakers: Kate Favetti, Executive Officer
Mabel Ng, Ethics Commission

Action: Reviewed; Forward comments to Ethics Commission. (Vote of 5 to 0)

0458-04-3 **Survey of Monthly Rates Paid to Police Officers and Firefighters in all Cities of 350,000 or More in the State of California. (Item No. 7)**

Speakers: Janet Bosnich, Department of Human Resources

Action: Adopt report; Transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590.7; Provide report to the Board of Supervisors. (Vote of 5 to 0)

0298-04-4 **Appeal by Vera Ann Brown-Pittman of the rejection of her application for Porter (Job Code 2736) with the Department of Public Health based on her conviction record. (Item No. 8)**

Speakers: Don Wiedner, Department of Public Health
Vera Ann Brown-Pittman, Appellant

Action: Deny the appeal of Ms. Brown-Pittman. (Vote of 5 to 0)

0341-04-4 **Appeal by Robert Jimenez of the rejection of his application for Porter (Job Code 2736) with the Department of Public Health based on his conviction record. (Item No. 9)**

Speakers: Don Wiedner, Department of Public Health

Action: Deny the appeal of Mr. Jimenez. (Vote of 5 to 0) Mr. Jimenez failed to appear.

0475-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 10)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4004-04/05	Arts Commission	$1,235,252	Will perform “Summer in the City Concert Series” at Davies Symphony Hall and Sharon Meadow in Golden Gate Park, in accordance with the City Charter.	Regular	12/31/04

Speakers: Nancy Gonchar, Arts Commission

Action: Adopt the Human Resources Director’s report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0447-04-1 **Draft proposed Statement of Incompatible Activities – Civil Service Department. (Item No. 11)**

July 6, 2004: Postpone to the meeting of July 19, 2004.

Speakers: Kate Favetti, Executive Officer

Action: Executive Officer to work with a Commissioner on incorporating amendments discussed; calendar as first item at the meeting of August 2, 2004 for Commission approval; Forward to the Ethics Commission. (Vote of 5 to 0)

0453-04-5 **Discussion on proposed draft amendments to Civil Service Commission Rule Series 018 – Conflict of Interest applicable to all employees. (Item No. 12)**

July 6, 2004; Postpone to the meeting of July 19, 2004.

Speakers: Kate Favetti, Executive Officer

Action: Directed Executive Officer to work in consultation with Deputy City Attorney to include purpose and clarify language between Incompatible Activities and Conflict of Interest. (Vote of 5 to 0)

0468-04-1 **Update on Civil Service Commission Goals and Objectives for Fiscal Year 2003-04 and planning for FY 2004-05. (Item No. 13)**

Speakers: Kate Favetti, Executive Officer

Action: Accept report. (Vote of 4 to 0; Commissioner Gorrono missed vote.)

0474-04-1 **Proposed Agenda for Strategic Planning Meeting. (Item No. 14)**

Speakers: Kate Favetti, Executive Officer

Action: Accept report; Incorporate suggestions made by Commissioners. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:52 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.
JUL 29 2004
SAN FRANCISCO PUBLIC LIBRARY
07-29-04 A11:17

104

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

AGENDA

Regular Meeting
of
August 2, 2004

Order of Business

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force,
1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax:
(415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 2, 2004
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of July 19, 2004 – 1:00 p.m. Closed Session

Recommendation: Approve.

Regular Meeting of July 19, 2004

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

EXECUTIVE OFFICER'S REPORT

(5) **Draft proposed Statement of Incompatible Activities – Civil Service Department. (File No. 0447-04-1) – Action Item**

July 6, 2004:	Postpone to the meeting of July 19, 2004.
July 19, 2004:	Executive Officer to work with a Commissioner on incorporating amendments discussed; calendar as first item at the meeting of August 2, 2004 for Commission approval, then forward to the Ethics Commission.
Recommendation:	Adopt; Forward to Ethics Commission.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Review of request for approval of proposed personal services contracts. (File No. 0466-04-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-04/05	District Attorney	$90,000	Will provide general legal research and writing. Will research, draft and file misdemeanor law and motion matters, including oppositions to motions to suppress evidence, demurrers, motions to strike, speedy trial motions and other motions as necessary.	Regular	06/30/05

July 19, 2004:	Postpone to the meeting of August 2, 2004.
Recommendation of the Human Resources Director:	Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) Review of request for approval of proposed personal services contracts. (File No. 0496-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1008-04/05	Human Resources	$90,000	Will administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System, in compliance with federal regulations.	Annual	06/30/05
1009-04/05	Human Resources	$90,000	Will administer the Flexible Spending Account program for eligible CCSF and CCD employees, including maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.	Annual	06/30/05
1010-04/05	Human Resources	$110,000	Will administer Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.	Annual	06/30/05
1011-04/05	Human Resources	$400,000	Will provide health benefit plan actuarial and consulting services as required by the City Charter.	Annual	06/30/05
4005-04/05	Human Resources	$1,250,000	Will provide workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation and preparation of reports.	Regular	12/31/04
4006-04/05	Arts Commission	$155,000	Will design, fabricate, transport and install artwork for the Pulgas Water Temple Gates.	Regular	08/30/05
4007-04/05	Arts Commission	$1,400,000	Will develop preliminary and final design for site-specific sculpture to be installed adjacent to the Academy of Sciences in Golden Gate Park.	Regular	03/01/06
4008-04/05	Telecommunications & Information Services	$500,000	Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments.	Regular	07/31/05
4009-04/05	Public Works	$1,600,000	Will provide as-needed design and oversight services on city projects involving the abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco.	Regular	08/31/07
4073-01/02	Emergency Communication	Increase Amount $650,000 New Amount $2,000,000	Will audit existing Disaster Recovery Assistance Financial Records; submit applications to recover citywide outstanding Federal/State disaster funds; and create a database tracking system for application submission and financial reimbursements.	Regular	06/30/05

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) **Civil Service Commission review and comment of Departmental Statement of Incompatible Activities - Ethics Commission, Public Utilities Commission Revenue Bond Oversight Committee and the San Francisco War Memorial and Performing Arts Center. (File No. 0497-04-1) – Action Item**

Recommendation: Review; Forward comment to Ethics Commission.

(9) **Report of Charter Exempt positions under Charter Section 10.104-1 through 10.104-12. (File No. 0498-04-1) - Action Item**

Recommendation: Accept and file report; Approve use of Exempt Category Six (6) for one new position in class 0954 Deputy Director IV to oversee the City Services Auditor Division of the Controller's Office.

(10) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(11) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

04

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

LICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

MINUTES

Regular Meeting
August 2, 2004

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:05 p.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Not present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

DOCUMENTS DEPT.
AUG - 5 2004
SAN FRANCISCO
PUBLIC LIBRARY

President Linda Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of July 19, 2004 – 1:00 p.m. Closed Session

Action: Approve. (Vote of 4 to 0)

Regular Meeting of July 19, 2004

Action: Approve. (Vote of 4 to 0)

The first meeting of September will be held on a Tuesday, September 7, 2004 at 9:00 a.m. in City Hall, Room 416.

0447-04-1 **Draft proposed Statement of Incompatible Activities – Civil Service Commission Department. (Item No. 5)**

July 6, 2004: Postpone to the meeting of July 19, 2004.

July 19, 2004: Executive Officer to work with a Commissioner on incorporating amendments discussed; calendar as first item at the meeting of August 2, 2004 for Commission approval, then forward to the Ethics Commission.

Speakers: None.

Action: Adopted as amended; Forward to Ethics Commission. The Commission to review at another meeting: prohibiting Commissioners from serving as officers of political party or organization and reference to enforcement. (Vote of 4 to 0)

0466-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-04/05	District Attorney	$90,000	Will provide general legal research and writing. Will research, draft and file misdemeanor law and motion matters, including oppositions to motions to suppress evidence, demurrers, motions to strike, speedy trial motions and other motions as necessary.	Regular	06/30/05

July 19, 2004: Postpone to the meeting of August 2, 2004.

Speakers: Martha Knutzen, Office of the District Attorney

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0496-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1008-04/05	Human Resources	$90,000	Will administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System, in compliance with federal regulations.	Annual	06/30/05

1009-04/05	Human Resources	$90,000	Will administer the Flexible Spending Account program for eligible CCSF and CCD employees, including maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.	Annual	06/30/05
1010-04/05	Human Resources	$110,000	Will administer Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.	Annual	06/30/05
1011-04/05	Human Resources	$400,000	Will provide health benefit plan actuarial and consulting services as required by the City Charter.	Annual	06/30/05
4005-04/05	Human Resources	$1,250,000	Will provide workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation and preparation of reports.	Regular	12/31/04
4006-04/05	Arts Commission	$155,000	Will design, fabricate, transport and install artwork for the Pulgas Water Temple Gates.	Regular	08/30/05
4007-04/05	Arts Commission	$1,400,000	Will develop preliminary and final design for site-specific sculpture to be installed adjacent to the Academy of Sciences in Golden Gate Park.	Regular	03/01/06
4008-04/05	Telecommunications & Information Services	$500,000	Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments.	Regular	07/31/05
4009-04/05	Public Works	$1,600,000	Will provide as-needed design and oversight services on city projects involving the abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco.	Regular	08/31/07
4073-01/02	Emergency Communication	Increase Amount $650,000 New Amount $2,000,000	Will audit existing Disaster Recovery Assistance Financial Records; submit applications to recover citywide outstanding Federal/State disaster funds; and create a database tracking system for application submission and financial reimbursements.	Regular	06/30/05

Speakers: Kerry Ko and Jeffrey Hildebrant, Department of Human Resources spoke on PSC #1008-04/05; 1009-04/05 and 1010-04/05.
Carey Martin, Emergency Communications Department spoke on PSC #4073-01/02.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0497-04-1 **Civil Service Commission review and comment of Departmental Statement of Incompatible Activities - Ethics Commission, Public Utilities Commission Revenue Bond Oversight Committee and the San Francisco War Memorial and Performing Arts Center. (Item No. 8)**

Speakers: None.

Action: Reviewed; Forward comment to Ethics Commission.
(Vote of 4 to 0)

0498-04-1 **Report of Charter Exempt positions under Charter Section 10.104-1 through 10.104-12. (Item No. 9)**

Speakers: Marsha Stroope, Department of Human Resources
Ed Harrington, Controller

Action: Accept and file report; Approve use of Exempt Category Six (6) for one new position in Class 0954 Deputy Director IV to oversee the City Services Auditor Division of the Controller's Office. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Commissioner Morgan R. Gorrono inquired on the status of the proposed amendments to Civil Service Commission Certification Rules applicable to the Uniformed Ranks of the San Francisco Police Department. He also requested a status report at the next regular meeting.

ADJOURNMENT

4:05 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Open Session

DOCUMENTS DEPT.
AUG - 3 2004
SAN FRANCISCO
PUBLIC LIBRARY

Friday, August 6, 2004

8:30 – 11:30 a.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

LICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Civil Service Commission Strategic Planning Retreat. Commissioners have been provided with copies of Charter Sections 10.100 through 10.105, 8A.104 and A8.409, the Civil Service Commission Mission and Vision Statement and an Outline of Discussion. Additional relevant documents may be provided to the Civil Service Commissioners at the meeting.

A) **REMARKS BY THE PRESIDENT, CIVIL SERVICE COMMISSION AND EXECUTIVE OFFICER, CIVIL SERVICE COMMISSION** (DISCUSSION ITEM)

B) **PRESENTATION BY THE ACTING DIRECTOR DEPARTMENT OF HUMAN RESOURCES** (DISCUSSION ITEM)

- ➢ Department of Human Resources restructuring
- ➢ Merit System Budget & Staffing
- ➢ Consolidation of Departmental of Human Resources functions
- ➢ Layoffs/Early Retirement Programs
- ➢ Provisional Appointments/Examination Plan

C) **QUESTIONS & ANSWERS ON LEGAL TRENDS** (DISCUSSION ITEM)

D) **MERIT SYSTEM DIRECTION** (DISCUSSION AND POSSIBLE ACTION)

- ➢ Budgetary Impact on Civil Service Commission Mission
- ➢ Rules and Policy
- ➢ Goals and Objectives for Fiscal Year 2004 – 2005
- ➢ The next steps

IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 07/29/04

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
65
5
/6/04
pecial

Minutes of Special Meeting – Open Session

Friday, August 6, 2004
8:30 a.m.

DOCUMENTS DEPT.
AUG 13 2004
SAN FRANCISCO
PUBLIC LIBRARY

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. The Special Meeting was called to order at 8:45 a.m.

Present:	President Linda Richardson
	Vice President Thomas T. Ng
	Commissioner Donald A. Casper (Arrived at 8:46 a.m.)
	Commissioner Morgan R. Gorrono (Left at 11:30 a.m.)
Not Present:	Commissioner Alicia D. Becerril

II. Public comment on all matters appearing on the Special Meeting Agenda.

Speakers:

1) Pat Burns spoke of her experience as a 1270 at the Department of Human Services and that she will be laid off on September 1, 2004; She also stated it is important to provide a human face to what is going on with lay offs; how the merit system fails when examinations are not timely; and how the City should adhere the rules and deadlines for exempt employment.

2) Mario Santacruz 1270 at Child Support Services, expressed his support for all human resources staff city wide; commented on the need for consistency and trust; that all departments including the Department of Human Resources are required to follow Civil Service Commission Rules and not use Exceptions to the Order of Layoff/Special Conditions for the purpose of favoritism in the selection process or to circumvent Civil Service Commission Rules. He requested an investigation of the process that resulted in the 1270 layoffs and a confidential survey to investigate the application of the merit system.

3) John Marquez 1270, Department of Building Inspection, stated he has been with the City for 26 years and that he will be laid off September 1, 2004; He stated that he will be placed on a probationary status when he accepts a position in a new department and possibly bumping either their temporary or less senior Departmental Personnel Officer; He stated that although there was a need to affect salary savings, the process is a nightmare as departments were not included in the budgetary process or decision-making and that people and departments were treated shabbily in the budgetary process.

4) Kristen Kogure spoke on her situation on being laid off from the 1241 class and was concerned that the departments had no input in the budgetary process.

5) Yvette Taylor-Monachino said she is a 1270 at the District Attorney's Office and has been with the City eight years and will be laid off. She indicated that she may be among the few human resources District 10 employees in the City and has a different perspective; She spoke on the need to audit the system to determine what or who is being disproportionately affected, and to look at the process; She stated she has carried out her work in a fair and equitable manner and this system has not done the same.

6) Ed Lieberman, Executive Director, Municipal Executives Association, stated follow up is needed; He suggested to look at how centralization worked in past reorganizations; He further stated the cost of grievances will rise and that it is not right that 26 year employees were getting lay off notices.

7) Kathy Murray 1270 at DPT-MTA stated that the Department of Human Resources has a very difficult job. She expressed her concern for those speaking out that are vulnerable to retaliation. Lay offs are very expensive to the City in the loss of knowledge, the need to train those that remain and fail to recognize the human cost. She also was concerned about why there was no discussion before implementing the idea.

8) Gail Kuwamoto expressed concern regarding the budgetary process in that it appeared to be arbitrary and capricious and that the established standard 200 or less employee requirement in the consolidation was not consistently followed; and, the possible adverse impact on minorities and women; She further stated the layoff process has been chaotic in that affected employees have not been notified of their new assignments.

9) Criss Romero, IFPTE Local 21 spoke that Local 21 represents human resources staff; He stated grievances will take longer to resolve, the Civil Service Commission should be provided an outline of what Department of Human Resources staff does and its impact, and further stated it is wrong planning to get rid of people doing the tests.

10) David Novogrodsky, Executive Director of IFPTE Local 21 that represents personnel series, preferred retreats in an informal format that provide for easier discussion; Retreats used to discuss but it is not unexpected to have the testimony today, Civil Service Commission given the responsibility to investigate, provided background on decentralized units, the idea that departments to pick up the costs because Department of Human Resources and Civil Service Commission were always under funded.

III. Civil Service Commission Strategic Planning Retreat. Commissioners have been provided with copies of Charter Sections 10.100 through 10.105, 8A.104 and A8.409, the Civil Service Commission Mission and Vision Statement and an Outline of Discussion. Additional relevant documents may be provided to the Civil Service Commissioners at the meeting.

Speakers: Ted Yamasaki, Acting Human Resources Director
Marsha Stroope, Deputy Director, Merit System Services, DHR

Action: Continue to a Special Meeting discussions on Merit System Direction and approval of Goals and Objectives FY 2004-05. (Vote of 3-0, Commissioner Gorrono missed vote.)

IV. Adjournment

The meeting adjourned in appreciation to Yvette Stuart and Mary Dickson thanking them for their service to the City & County of San Francisco and wishing them the best in their retirement

11:55 a.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
C65
#4
8/16/04

DOCUMENTS DEPT.
AUG 12 2004
SAN FRANCISCO
PUBLIC LIBRARY
08-12-04 A11:39 RCVD

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
August 16, 2004

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force,
1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax:
(415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 16, 2004
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of August 2, 2004

Recommendation: Approve.

Special Meeting of August 6, 2004 – Open Session

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0550-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1012-04/05	Sheriff's Office	$140,000	Will provide timely transportation of prisoners throughout California and the United States pursuant to court orders or lawful arrest warrants where such transportation would require overnight lodging of the prisoners.	Annual	06/30/05
4010-04/05	Child Support Services	$80,000	Will provide genetic testing services to establish or exclude paternity in a court of law, which is required to establish judgments and child support orders.	Regular	06/30/06
4011-04/05	Airport Commission	$270,000	Will continue to work in a strategic marketing alliance with the Airport through joint offices in Shanghai, Peoples Republic of China, and in Tokyo, Japan.	Regular	06/30/05
4012-04/05	Airport Commission	$475,000	Will provide bond feasibility and other airport management consultant services including but not limited to air traffic forecasting, risk management, economic impact studies, aviation market analysis, strategic planning, concession development & air cargo.	Regular	06/30/05
4013-04/05	Airport Commission	$350,000	Will survey cellular antenna site rental rates at other airports and estimate the amount of revenue at each site; review the Airport's current parking trends and develop a trend analysis report; strategic and long-term financial plans.	Regular	06/30/07
4014-04/05	Public Utilities Commission (Water)	$100,000	Will implement a feral pig capture, dispatch, and removal program to reduce a population on the Alameda and Peninsula Watersheds to reduce impact to the resource and protect water quality.	Regular	05/31/07
4015-04/05	Public Utilities Commission (Hetch Hetchy & Bureaus)	$2,200,000	Will provide coordination and work plan preparation; environmental document scoping, background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft documents; mitigation monitoring plan.	Regular	09/30/08
4016-04/05	Arts Commission	$200,000	Will develop preliminary and final design(s) for sculpture(s) to be placed in Stern Grove; and upon approval shall fabricate transport and install sculpture(s) in Stern Grove.	Regular	03/01/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (File No. 0497-04-1) – Action Item

Department of Administrative Services
Adult Probation Department
Airport Commission
Arts Commission
Asian Art Museum
Assessment Appeals Board
Board of Supervisors, Clerk of the Board of Supervisors
Board of Supervisors, Sunshine Ordinance Task Force
Department of Building Inspection
Office of the City Attorney
Citizen's General Obligation Bond Oversight Committee
Civil Service Commission
Office of the Controller
Office of the District Attorney
Entertainment Commission
Department of the Environment
Fine Arts Museum
San Francisco Fire Department
Health Commission and Department of Public Health
Department of Human Resources
Human Rights Commission
Immigrant Rights Commission
Law Library
Public Library
Office of the Mayor
Municipal Transportation Agency
Police Department
Port of San Francisco
Private Industry Council of San Francisco, Inc.
Public Defender
Public Utilities Commission
Recreation and Parks Department
Residential Rent Stabilization and Arbitration Board
Retirement System
Commission and Department on the Status of Women
Taxi Commission
Telecommunications and Information Services
Tax Collector
Treasurer
Youth Commission

Recommendation: Review; Forward comment to Ethics Commission.

(7) Appeal of Victor M. Zolezzi to invalidate the result of the examination for Class 6248 Electrical Inspector. (File No. 0482-04-4) – Action Item

Recommendation: Deny the appeal; uphold the decision of the Human Resources Director.

HUMAN RESOURCES DIRECTOR'S REPORT

(8) Progress Report on Class Consolidation. (File No. 0548-04-1) – Action Item

Recommendation: Accept report; file.

EXECUTIVE OFFICER'S REPORT

(9) **Status Report on the posted Rule Amendments to the Civil Service Commission Rules Applicable to the Uniformed Ranks of the San Francisco Police Department. (File No. 0549-04-5) Discussion and Possible Action Item**

Recommendation: Open for discussion.

(10) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(11) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
C65
#5
8/16/04

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES
Regular Meeting
August 16 2004

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
AUG 23 2004
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:10 p.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present (Arrived at 2:36 p.m.; Missed Items #1, 2, 3, 4, 5 and part of 6.)
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of August 2, 2004

Action: Approve. (Vote of 4 to 0)

Special Meeting of August 6, 2004 – Open Session

Action: Approve. (Vote of 4 to 0)

VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

0550-04-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1012-04/05	Sheriff's Office	$140,000	Will provide timely transportation of prisoners throughout California and the United States pursuant to court orders or lawful arrest warrants where such transportation would require overnight lodging of the prisoners.	Annual	06/30/05
4010-04/05	Child Support Services	$80,000	Will provide genetic testing services to establish or exclude paternity in a court of law, which is required to establish judgments and child support orders.	Regular	06/30/06
4011-04/05	Airport Commission	$270,000	Will continue to work in a strategic marketing alliance with the Airport through joint offices in Shanghai, Peoples Republic of China, and in Tokyo, Japan.	Regular	06/30/05
4012-04/05	Airport Commission	$475,000	Will provide bond feasibility and other airport management consultant services including but not limited to air traffic forecasting, risk management, economic impact studies, aviation market analysis, strategic planning, concession development & air cargo.	Regular	06/30/05
4013-04/05	Airport Commission	$350,000	Will survey cellular antenna site rental rates at other airports and estimate the amount of revenue at each site; review the Airport's current parking trends and develop a trend analysis report; strategic and long-term financial plans.	Regular	06/30/07
4014-04/05	Public Utilities Commission (Water)	$100,000	Will implement a feral pig capture, dispatch, and removal program to reduce a population on the Alameda and Peninsula Watersheds to reduce impact to the resource and protect water quality.	Regular	05/31/07
4015-04/05	Public Utilities Commission (Hetch Hetchy & Bureaus)	$2,200,000	Will provide coordination and work plan preparation; environmental document scoping, background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft documents; mitigation monitoring plan.	Regular	09/30/08
4016-04/05	Arts Commission	$200,000	Will develop preliminary and final design(s) for sculpture(s) to be placed in Stern Grove; and upon approval shall fabricate transport and install sculpture(s) in Stern Grove.	Regular	03/01/07

Speakers: Karen Roye, Child Support Services spoke on PSC #4010-04/05. Kevin Kone, Airport Commission spoke on PSC #4013-04/05. James Howells, Public Utilities Commission spoke on PSC #4014-04/05.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0497-04-1 **Civil Service Commission review and comment of Department Statement of Incompatible Activities for the following departments. (Item No. 6)**

Department of Administrative Services
Adult Probation Department
Airport Commission
Arts Commission
Asian Art Museum
Assessment Appeals Board
Board of Supervisors, Clerk of the Board of Supervisors
Board of Supervisors, Sunshine Ordinance Task Force
Department of Building Inspection
Office of the City Attorney
Citizen's General Obligation Bond Oversight Committee
Civil Service Commission
Office of the Controller
Office of the District Attorney
Entertainment Commission
Department of the Environment
Fine Arts Museum
San Francisco Fire Department
Health Commission and Department of Public Health
Department of Human Resources
Human Rights Commission
Immigrant Rights Commission
Law Library
Public Library
Office of the Mayor
Municipal Transportation Agency
Police Department
Port of San Francisco
Private Industry Council of San Francisco, Inc.
Public Defender
Public Utilities Commission

Recreation and Parks Department
Residential Rent Stabilization and Arbitration Board
Retirement System
Commission and Department on the Status of Women
Taxi Commission
Telecommunications and Information Services
Tax Collector
Treasurer
Youth Commission

Speakers: None.

Action: Continue to the meeting of September 7, 2004. (Vote of 5 to 0)

0482-04-4 **Appeal of Victor M. Zolezzi to invalidate the result of the examination for Class 6248 Electrical Inspector. (Item No. 7)**

Speakers: None.

Action: Postpone to the meeting of September 7, 2004 at the request of Kevin Hughes, Local 6. (Vote of 4 to 0)

0548-04-1 **Progress Report on Class Consolidation. (Item No. 8)**

Speakers: Marsha Stroope, Department of Human Resources

Action: Accept and file report. (Vote of 5 to 0)

0549-04-5 **Status Report on the posted Rule Amendments to the Civil Service Commission Rules Applicable to the Uniformed Ranks of the San Francisco Police Department. (Item No. 9)**

Speakers:	Chief Heather Fong, San Francisco Police Department Sgt. Tom Feledy, San Francisco Police Department Insp. Narda Gillespie, San Francisco Police Department
Action:	Direct the Executive Officer to place the posted Rule Amendments on the September 7, 2004 Agenda for final action. (Vote of 5 to 0).

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

1) Insp. Narda Gillespie, SF Police Department spoke on her protest on the terms of the Q – 60 job announcement; secondary criteria; Rule of Five and requests to postpone the examination until these issues are resolved.
2) Sgt. Tom Feledy, SF Police Department, spoke on the Rule of Five; would like to see justification of why Rule of Five is better than the current Rule of Three.

ADJOURNMENT

4:02 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5

20/04
ecial
2

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

Friday, August 20, 2004

1:30 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
AUG 18 2004
SAN FRANCISCO
PUBLIC LIBRARY
08-18-04 A11:17 RCVD

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Review of the Draft Civil Service Commission Response to the 2003-2004 Grand Jury Report on Promotions in the San Francisco Fire Department.

Recommendation: Adopt and forward to the Civil Grand Jury.

IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 08/16/04

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

.5
5
20/04
ecial

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Open Session

Friday, August 20, 2004
1:30 p.m.

DOCUMENTS DEPT.
AUG 3 0 2004
SAN FRANCISCO
PUBLIC LIBRARY

I. The Special Meeting was called to order at 1:35 p.m.

Present:
President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril (Arrived at 2:31 p.m. during item III)
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

President Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

Diane Sidd-Champion, Attorney, Fire Fighters – Local 798
John Hanley, President, Fire Fighters – Local 798

III. Review of the Draft Civil Service Commission Response to the 2003-2004 Grand Jury Report on Promotions in the San Francisco Fire Department.

Action: Adopt as amended and forward to the Civil Grand Jury. (Vote of 4 to 1; Commissioner Casper dissents)

Additional Public Comment:

Diane Sidd-Champion, Attorney, Fire Fighters – Local 798
John Hanley, President, Fire Fighters – Local 798

IV. Adjournment.

3:21 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

65
4
17/04

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

DOCUMENTS DEPT.
SEP - 1 2004
SAN FRANCISCO
PUBLIC LIBRARY
09-01-04A10:25 RCVD

Regular Meeting
of
September 7, 2004

9:00 a.m.

ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

SPECIAL ORDER OF BUSINESS

RATIFICATION AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force,
1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax:
(415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 7, 2004

9:00 a.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of August 16, 2004

Recommendation: Approve.

Special Meeting of August 20, 2004 – Open Session

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

SPECIAL ORDER OF BUSINESS

(5) Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (File No. 0497-04-1) – Action Item

Department of Administrative Services
Adult Probation Department
Airport Commission
Arts Commission
Asian Art Museum
Assessment Appeals Board
Board of Supervisors, Clerk of the Board of Supervisors
Board of Supervisors, Sunshine Ordinance Task Force
Department of Building Inspection
Office of the City Attorney
Citizen's General Obligation Bond Oversight Committee
Civil Service Commission
Office of the Controller
Office of the District Attorney
Entertainment Commission
Department of the Environment
Fine Arts Museum
San Francisco Fire Department
Health Commission and Department of Public Health
Department of Human Resources
Juvenile Probation Commission
Administrative Services
Arts Commission
Department of Child Support Services
Department of Public Works
Human Rights Commission
Immigrant Rights Commission
Law Library
Public Library
Office of the Mayor
Municipal Transportation Agency
Police Department
Port of San Francisco
Private Industry Council of San Francisco, Inc.
Public Defender
Public Utilities Commission
Recreation and Parks Department
Residential Rent Stabilization and Arbitration Board
Retirement System
Commission and Department on the Status of Women
Taxi Commission
Telecommunications and Information Services
Tax Collector
Treasurer
Youth Commission
Small Business Commission
Office of Citizen Complaints
Juvenile Probation Department
Fire Commission

August 16, 2004: Continue to the meeting of September 7, 2004.

Recommendation: Review; Forward comment to Ethics Commission.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0614-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4017-04/05	Arts Commission	$150,000	Will provide conservation, cleaning and repair of miscellaneous artworks in all media in the city's collection, including those at San Francisco International Airport, Moscone Convention Center, and other locations throughout the city.	Regular	07/31/07
4018-04/05	Public Utilities Commission	$2,400,000	Will install 300 kilowatts of solar panels at Pier 96. This will help reduce the City's commercial demand and relieve bottlenecks on the City's distribution grid, the amount of pollution impacting air quality, and the vulnerability of blackouts.	Regular	11/01/05
4019-04/05	Public Utilities Commission (Water)	$450,000	Will provide environmental analyses and document preparation services for the Sunol Valley Water Treatment Plant's new treated water reservoir; alternatives analysis, coordination and work plan preparation, document scoping, response to public comments.	Regular	03/31/06
4020-04/05	Telecommunication & Information Services	$200,000	Will provide interpreters by telephone as needed if a City employee who speaks the subject language is temporarily unavailable; no City employee in the office speaks the language, or trained to provide medical interpretation in the language.	Regular	07/31/06
4021-04/05	Public Health	$1,250,000	Will provide as-needed, on-call professional radiology technologists with on-call availability, 7 days a week. Registry personnel will be available 24-hour notice to back-up civil service employees during scheduled and unscheduled staff absences.	Regular	06/30/05
4022-04/05	Public Works	Increase Amount $1,233,000 New Amount $4,204,869	Will provide design and construction support services for seismically retrofit and rehabilitation of the 4th Street Bridge; replacing the South Abutment including structural and geotechnical aspects; providing additional pile driving inspection.	Regular	12/31/05

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) **Rule amendments to Civil Service Commission Rules Applicable to the San Francisco Police Department, specifically, Rule 209 – Position Classification and Related Rules; Rule 210 – Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 – Eligible Lists – Police Department; Rule 213 – Certification of Eligibles – Police Department. (File No. 0549-04-5) Discussion and Possible Action Item**

December 1, 2003:	Discussion continued to the meeting of December 15, 2003.
December 15, 2003:	Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.
January 20, 2004:	Continue discussions. Schedule a Special Meeting when the independent expert is available.
March 1, 2004:	Continue with discussions. Schedule a Special Meeting within the next two weeks with a full Commission and only this item on the agenda.
March 22, 2004:	Adjourned due to lack of quorum caused by building evacuation, to the Regular Meeting of April 5, 2004.
April 5, 2004:	

RESUMPTION OF ADJOURNED SPECIAL MEETING OF MARCH 22, 2004

Speakers:
Denise Cannonier-Craig, Department of Human Resources
Acting Chief Heather Fong, San Francisco Police Department
Dan Leydon, Police Officers Association
Mark Osuna, San Francisco Police Department
Jason Fox, San Francisco Police Department
Terri Brady, San Francisco Police Department

Vote on whether to hold closed session to confer with the designated labor negotiator, San Francisco Administrative Code 67.10 (e) – ACTION ITEM

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed session started at 3:50 p.m. in City Hall, Room 400 and the following were present:

President Morgan R. Gorrono, Civil Service Commission
Vice President Linda Richardson, Civil Service Commission (Arrived at 3:59 p.m.)

Alicia D. Becerril, Commissioner (Departed at 4:50 p.m.)
Donald A. Casper, Commissioner
Thomas Ng, Commissioner
Kate Favetti, Executive Officer Civil Service Commission
Anita Sanchez, Assistant Executive Officer Civil Service Commission
Gloria Sheppard, Civil Service Commission
Paul Zarefsky, Deputy City Attorney
Denise Cannonier-Craig, Assistant Deputy Director, Department of Human Resources

Closed session ended at 4:55 p.m.

Reconvened in open session at 4:56 p.m.

Vote to elect whether to disclose any or all discussions held in Closed Session. (San Francisco Administrative Code Section 67.12(a)

Action: The Commission voted to disclose the actions taken in Closed Session. (Vote of 4 to 0)

Disclosure of action in closed session:

At the direction of President Morgan R. Gorrono the Executive Officer, Civil Service Commission reported the actions taken in closed session as follows:

(1) Sever Draft Proposed Amendments to Rule 203 – Equal Employment Opportunity Policy; Include with Draft Proposed Amendments to Rules 103, 303 and 403 and calendar for the meeting of April 19, 2004. (Vote of 4 to 0)

(2) Draft proposed amendments to Rule 211.2 – Frequency of Promotional Examinations

Remove proposed language: "However, if a test is due and there is no funding or no vacancy or anticipated vacancy in a rank, the Human Resources Director may postpone the administration of an examination in said class until such time as a vacancy or funding is anticipated." (Vote of 4 to 0) Return to original language.

(3) Draft proposed amendments to Rule 212.7 – Cancellation of Eligibility

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

(4) Draft proposed amendments to Rule 212.8 – Merging of Eligible Lists

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

(5) Draft proposed amendments to Rule 212.4 – Duration of Eligibility on Continuous Lists and Rule 212.5 – Duration of Discrete Eligible Lists and Eligibility

Maintain duration of eligible lists to 48 months maximum. (Vote of 4 to 0)

(6) Draft proposed amendment to Rule 213.6 – Certification of Promotive Eligible Lists (Note: Commissioner Linda Richardson arrived at 3:59 p.m.)

Remove draft proposed amendments applying the Statistically Valid Grouping for certification of promotive eligible lists;

Proposed amendment – "Rule of Five (5) Scores" for promotive eligible lists; (Vote of 3 to 2; Commissioners Becerril and Richardson dissent.)

Disclosure of action in closed session continued:

Note: Commissioner Becerril departed at 4:50 p.m.

(7) Maintain draft proposed amendments to Rule 213 - Certification of Eligibles on Secondary Criteria (Vote of 4 to 0)

(8) Continue to meeting of April 19, 2004 for public comment and recommendation to post for meet and confer. (Vote of 4 to 0)

April 19, 2004:

The Commission voted to disclose the actions taken in Closed Session. (Vote of 5 to 0)

At the direction of President Morgan R. Gorrono the Executive Officer, Civil Service Commission reported the actions taken in closed session as follows:

(1) Post for meet and confer proposed amendments to Rules 209, 210, 211, and 212. (Vote of 5-0)

(2) Post for meet and confer proposed amendments to Rule 213 with Rule of Five (5) Scores for promotive eligible list and delete Statistically Valid Grouping. (Vote of 3-2; Commissioners Becerril and Richardson dissent)

August 16, 2004: Direct the Executive Officer to place the posted Rule Amendments on the September 7, 2004 Agenda for final action.

Recommendation: Adopt.

(8) Draft proposed amendments to Civil Service Commission Rules affecting Miscellaneous Employees and Service Critical Classes at the Municipal Transportation Agency, specifically 109 and 409 – Article V – Temporary Out of Class and 110 and 410 – Examination Announcements and Applicants. (File No. 0886-03-5) – Action Item

July 1, 2002:	Directed Executive Officer to provide the Commission with suggestions on how to make clear in the Rules that "contemporaneous" out-of-class assignments be recorded to receive credit and a provision be provided to employees to request the out-of-class assignment be recorded.
January 5, 2004:	Request additional information and continue discussion at a meeting to be announced.
March 1, 2004:	Accept report. Calendar for the meeting of April 19, 2004.
April 19, 2004:	Calendar for the meeting of May 3, 2004 to post for meet and confer.
May 3, 2004:	Post for meet and confer.
Recommendation:	Adopt.

(9) Appeal of Victor M. Zolezzi to invalidate the result of the examination for Class 6248 Electrical Inspector. (File No. 0482-04-4) – Action Item

August 16, 2004:	Postpone to the meeting of September 7, 2004 at the request of Kevin Hughes, Local 6.
Recommendation:	Deny the appeal; uphold the decision of the Human Resources Director.

(10) Appeal by Frank Prince of the Automatic Resignation as Firefighter (Job Code H – 2) with the San Francisco Fire Department. (File No. 0470-04-7) – Action Item

Recommendation:	Sustain the recommendation of the Fire Department and the Department of Human Resources' decision to record the automatic resignation of Frank Prince as an H – 2 Firefighter.

(11) Request to extend Eligible List #22252-E-8-L for Class 9212 Airport Security Officer. (File No. 0615-05-7) – Action Item

Recommendation:	Adopt staff report. Approve request to extend eligible list for three (3) months to close of business December 10, 2004, for a maximum duration of 39 months.

(12) **Authorizing permanent civil service appointment of Firefighters hired by the San Francisco Fire Department following displacement by the closure of the United States Navy Fire Station at Hunter's Point Shipyard consistent with California Government Code Section 53270. (File No. 0616-04-5) – Action Item**

Recommendation:	Adopt staff report. Authorize permanent civil service appointment of Firefighters hired by the San Francisco Fire Department following displacement by the closure of the United States Navy Fire Station at Hunter's Point Shipyard consistent with California Government Code Section 53270. Notify the Board of Supervisors and the San Francisco Fire Department.

HUMAN RESOURCES DIRECTOR'S REPORT

(13) **Report of Charter Exempt positions under Charter Section 10.104-1 through 10.104-12. (File No. 0617-04-1) – Action Item**

Recommendation:	Accept report; file.

(14) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(15) ADJOURNMENT

Adjourn meeting in honor of Larry Martin's retirement from the Transportation Workers Union and the many recently retired City employees.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

.5
5
7/04

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
September 7, 2004

9:00 a.m.
ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
SEP 10 2004
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

9:06 a.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Not Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Rebecca Bedwell-Coll, Attorney requested that the appeal of Victor Zolezzi (Item #9) be heard at the end of the Agenda. The Commissioners approved. (Vote of 4 to 0)

APPROVAL OF MINUTES

Regular Meeting of August 16, 2004

Action: Approve. (Vote of 4 to 0)

Special Meeting of August 20, 2004 – Open Session

Action: Approve. (Vote of 4 to 0)

SPECIAL ORDER OF BUSINESS

0497-04-1 Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (Item No. 5)

Department of Administrative Services
Adult Probation Department
Airport Commission
Arts Commission
Asian Art Museum
Assessment Appeals Board
Board of Supervisors, Clerk of the Board of Supervisors
Board of Supervisors, Sunshine Ordinance Task Force
Department of Building Inspection
Office of the City Attorney
Citizen's General Obligation Bond Oversight Committee
Civil Service Commission
Office of the Controller
Office of the District Attorney
Entertainment Commission
Department of the Environment
Fine Arts Museum
San Francisco Fire Department
Health Commission and Department of Public Health
Department of Human Resources
Juvenile Probation Commission
Administrative Services
Arts Commission
Department of Child Support Services
Department of Public Works
Human Rights Commission
Immigrant Rights Commission
Law Library
Public Library
Office of the Mayor
Municipal Transportation Agency
Police Department
Port of San Francisco
Private Industry Council of San Francisco, Inc.
Public Defender
Public Utilities Commission
Recreation and Parks Department
Residential Rent Stabilization and Arbitration Board
Retirement System
Commission and Department on the Status of Women
Taxi Commission
Telecommunications and Information Services
Tax Collector
Treasurer
Youth Commission
Small Business Commission
Office of Citizen Complaints
Juvenile Probation Department
Fire Commission

August 16, 2004: Continue to the meeting of September 7, 2004.

Speakers: Gloria Young, Clerk, Board of Supervisors
Amy Lee, Department of Building Inspection
Jim Hutchison, Department of Building Inspection
Monique Zmuda, Deputy Controller
Kathy Mallegni, Port Commission
Nilka Julio, IFPTE Local 21 stated that meet and confer should have gone through each level and this was only done with the Civil Service Commission.

Action: Separate in-house and outside activities; Continue to the meeting of September 20, 2004. (Vote of 4 to 0)

0614-04-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4017-04/05	Arts Commission	$150,000	Will provide conservation, cleaning and repair of miscellaneous artworks in all media in the city's collection, including those at San Francisco International Airport, Moscone Convention Center, and other locations throughout the city.	Regular	07/31/07
4018-04/05 ***Over to 9/20/04***	Public Utilities Commission	$2,400,000	Will install 300 kilowatts of solar panels at Pier 96. This will help reduce the City's commercial demand and relieve bottlenecks on the City's distribution grid, the amount of pollution impacting air quality, and the vulnerability of blackouts.	Regular	11/01/05
4019-04/05	Public Utilities Commission (Water)	$450,000	Will provide environmental analyses and document preparation services for the Sunol Valley Water Treatment Plant's new treated water reservoir; alternatives analysis, coordination and work plan preparation, document scoping, response to public comments.	Regular	03/31/06
4020-04/05	Telecommunication & Information Services	$200,000	Will provide interpreters by telephone as needed if a City employee who speaks the subject language is temporarily unavailable; no City employee in the office speaks the language, or trained to provide medical interpretation in the language.	Regular	07/31/06
4021-04/05	Public Health	$1,250,000	Will provide as-needed, on-call professional radiology technologists with on-call availability, 7 days a week. Registry personnel will be available 24-hour notice to back-up civil service employees during scheduled and unscheduled staff absences.	Regular	06/30/05
4022-04/05	Public Works	Increase Amount $1,233,000 New Amount $4,204,869	Will provide design and construction support services for seismically retrofit and rehabilitation of the 4th Street Bridge; replacing the South Abutment including structural and geotechnical aspects; providing additional pile driving inspection.	Regular	12/31/05

Speakers: Jim Howells and Fred Schwartz, Public Utilities Commission, Kevin Hughes, Electrical Workers Local 6 spoke on PSC #4018-04/05
Fred Schwartz, Public Utilities Commission and David Coleman, IFPTE Local 21 spoke on PSC #4019-04/05.
James Chia, Department of Public Works spoke on PSC #4022-04/05.

Action: Repost PSC #4018-04/05 and notify all affected employee organizations; Continue to the meeting of September 20, 2004. (Vote of 4 to 0)
Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0549-04-5 Rule amendments to Civil Service Commission Rules Applicable to the San Francisco Police Department, specifically, Rule 209 – Position Classification and Related Rules; Rule 210 – Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 – Eligible Lists – Police Department; Rule 213 – Certification of Eligibles – Police Department. (Item No. 7)

December 1, 2003:	Discussion continued to the meeting of December 15, 2003.
December 15, 2003:	Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.
January 20, 2004:	Continue discussions. Schedule a Special Meeting when the independent expert is available.
March 1, 2004:	Continue with discussions. Schedule a Special Meeting within the next two weeks with a full Commission and only this item on the agenda.
March 22, 2004:	Adjourned due to lack of quorum caused by building evacuation, to the Regular Meeting of April 5, 2004.
April 5, 2004:	

RESUMPTION OF ADJOURNED SPECIAL MEETING OF MARCH 22, 2004

Speakers: Denise Cannonier-Craig, Department of Human Resources
Acting Chief Heather Fong, San Francisco Police Department
Dan Leydon, Police Officers Association
Mark Osuna, San Francisco Police Department
Jason Fox, San Francisco Police Department
Terri Brady, San Francisco Police Department

Vote on whether to hold closed session to confer with the designated labor negotiator, San Francisco Administrative Code 67.10 (e) – ACTION ITEM

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed session started at 3:50 p.m. in City Hall, Room 400 and the following were present:

President Morgan R. Gorrono, Civil Service Commission
Vice President Linda Richardson, Civil Service Commission (Arrived at 3:59 p.m.)
Alicia D. Becerril, Commissioner (Departed at 4:50 p.m.)
Donald A. Casper, Commissioner
Thomas Ng, Commissioner

Kate Favetti, Executive Officer Civil Service Commission
Anita Sanchez, Assistant Executive Officer Civil Service Commission
Gloria Sheppard, Civil Service Commission
Paul Zarefsky, Deputy City Attorney
Denise Cannonier-Craig, Assistant Deputy Director, Department of Human Resources

Closed session ended at 4:55 p.m.

Reconvened in open session at 4:56 p.m.

Vote to elect whether to disclose any or all discussions held in Closed Session. (San Francisco Administrative Code Section 67.12(a)

Action: The Commission voted to disclose the actions taken in Closed Session. (Vote of 4 to 0)

Disclosure of action in closed session:

At the direction of President Morgan R. Gorrono the Executive Officer, Civil Service Commission reported the actions taken in closed session as follows:

(1) Sever Draft Proposed Amendments to Rule 203 – Equal Employment Opportunity Policy; Include with Draft Proposed Amendments to Rules 103, 303 and 403 and calendar for the meeting of April 19, 2004. (Vote of 4 to 0)

(2) Draft proposed amendments to Rule 211.2 – Frequency of Promotional Examinations

Remove proposed language: "However, if a test is due and there is no funding or no vacancy or anticipated vacancy in a rank, the Human Resources Director may postpone the administration of an examination in said class until such time as a vacancy or funding is anticipated." (Vote of 4 to 0) Return to original language.

(3) Draft proposed amendments to Rule 212.7 – Cancellation of Eligibility

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

(4) Draft proposed amendments to Rule 212.8 – Merging of Eligible Lists

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

(5) Draft proposed amendments to Rule 212.4 – Duration of Eligibility on Continuous Lists and Rule 212.5 – Duration of Discrete Eligible Lists and Eligibility

Maintain duration of eligible lists to 48 months maximum. (Vote of 4 to 0)

(6) Draft proposed amendment to Rule 213.6 – Certification of Promotive Eligible Lists (Note: Commissioner Linda Richardson arrived at 3:59 p.m.)

Remove draft proposed amendments applying the Statistically Valid Grouping for certification of promotive eligible lists;

Proposed amendment – "Rule of Five (5) Scores" for promotive eligible lists; (Vote of 3 to 2; Commissioners Becerril and Richardson dissent.)

Disclosure of action in closed session continued:

Note: Commissioner Becerril departed at 4:50 p.m.

(7) Maintain draft proposed amendments to Rule 213 - Certification of Eligibles on Secondary Criteria (Vote of 4 to 0)

(8) Continue to meeting of April 19, 2004 for public comment and recommendation to post for meet and confer. (Vote of 4 to 0)

April 19, 2004:

The Commission voted to disclose the actions taken in Closed Session. (Vote of 5 to 0)

At the direction of President Morgan R. Gorrono the Executive Officer, Civil Service Commission reported the actions taken in closed session as follows:

(1) Post for meet and confer proposed amendments to Rules 209, 210, 211, and 212. (Vote of 5-0)

(2) Post for meet and confer proposed amendments to Rule 213 with Rule of Five (5) Scores for promotive eligible list and delete Statistically Valid Grouping. (Vote of 3-2; Commissioners Becerril and Richardson dissent)

August 16, 2004:	Direct the Executive Officer to place the posted Rule Amendments on the September 7, 2004 Agenda for final action.
Speakers:	Sgt. Tom Feledy, San Francisco Police Department
Action:	Adopt amendments to Civil Service Commission Rules Applicable to the San Francisco Police Department, specifically, Rule 209 – Position Classification and Related Rules; Rule 210 – Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 – Eligible Lists – Police Department. (Vote of 4 to 0) Postpone Civil Service Commission Rule 213 - Certification of Eligibles – Police Department to the meeting of September 20, 2004 to adopt or repost if substantive amendments are made. (Vote of 4 to 0)

0886-03-5 **Draft proposed amendments to Civil Service Commission Rules affecting Miscellaneous Employees and Service Critical Classes at the Municipal Transportation Agency, specifically 109 and 409 – Article V – Temporary Out of Class and 110 and 410 – Examination Announcements and Applicants. (Item No. 8)**

July 1, 2002:	Directed Executive Officer to provide the Commission with suggestions on how to make clear in the Rules that "contemporaneous" out-of-class assignments be recorded to receive credit and a provision be provided to employees to request the out-of-class assignment be recorded.
January 5, 2004:	Request additional information and continue discussion at a meeting to be announced.
March 1, 2004:	Accept report. Calendar for the meeting of April 19, 2004.
April 19, 2004:	Calendar for the meeting of May 3, 2004 to post for meet and confer.
May 3, 2004:	Post for meet and confer.
Speakers:	Kate Favetti, Executive Officer Civil Service Commission Kevin Hughes, Electrical Workers Local 6
Action:	Adopt. (Vote of 4 to 0)

0482-04-4 **Appeal of Victor M. Zolezzi to invalidate the result of the examination for Class 6248 Electrical Inspector. (Item No. 9)**

August 16, 2004: Postpone to the meeting of September 7, 2004 at the request of Kevin Hughes, Local 6.

Speakers:
Rob Kellar, Department of Human Resources
Kevin Hughes, Electrical Workers Local 6
Rebecca Bedwell-Coll, Attorney
Jeanine Dubois, Exam participant (Ranked #1)
Victor Zolezzi, Appellant

Action: The Commissioners voted to hear item in order. (Vote of 4 to 0)

Deny the appeal; uphold the decision of the Human Resources Director. (Vote of 4 to 0)

0470-04-7 **Appeal by Frank Prince of the Automatic Resignation as Firefighter (Job Code H – 2) with the San Francisco Fire Department. (Item No. 10)**

Speakers: None.

Action: Sustain the recommendation of the Fire Department and the Department of Human Resources' decision to record the automatic resignation of Frank Prince as an H – 2 Firefighter. (Vote of 4 to 0) (Appeal withdrawn at the request of appellant.)

0615-05-7 **Request to extend Eligible List #22252-E-8-L for Class 9212 Airport Safety Officer. (Item No. 11)**

Speakers:
Cora Dino, San Francisco International Airport
R. Drake Poston, San Francisco International Airport
Denise Cannonier-Craig, Department of Human Resources

Action: Adopt staff report. Approve request to extend eligible list for three (3) months to close of business December 10, 2004, for a maximum duration of 27 months. (Vote of 4 to 0)

Draft written opinion of the extension of eligible lists affecting Miscellaneous Employees and Service Critical Classes at the Municipal Transportation Agency for the Commissioners consideration at the meeting of September 20, 2004. (Vote of 4 to 0)

0616-04-5 **Authorizing permanent civil service appointment of Firefighters hired by the San Francisco Fire Department following displacement by the closure of the United States Navy Fire Station at Hunter's Point Shipyard consistent with California Government Code Section 53270. (Item No. 12)**

Speakers: Kate Favetti, Executive Officer Civil Service Commission
Gary Massetani, Deputy Chief San Francisco Fire Department

Action: Adopt staff report. Authorize permanent civil service appointment of Firefighters hired by the San Francisco Fire Department following displacement by the closure of the United States Navy Fire Station at Hunter's Point Shipyard consistent with California Government Code Section 53270. Notify the Board of Supervisors and the San Francisco Fire Department.
(Vote of 4 to 0)

0617-04-1 **Report of Charter Exempt positions under Charter Section 10.104-1 through 10.104-12. (Item No. 13)**

Disclosure: Commissioner Donald Casper disclosed that he attended Grammar School with Laura T. Azzolino, Executive Secretary at the Juvenile Probation Department and was also retained by her husband occasionally.

Speakers: Denise Cannonier-Craig, Department of Human Resources

Action: Accept report; file. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

2:09 p.m.

Adjourn meeting in honor of Larry Martin's retirement from the Transport Workers Union (TWU) and the many recently retired City employees.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AGENDA

F
65
4
/20/04

DOCUMENTS DEPT.
SEP 16 2004
SAN FRANCISCO
PUBLIC LIBRARY
09-16-04A10:10 RCVD

Regular Meeting
of
September 20, 2004

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

SPECIAL ORDER OF BUSINESS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONER'S NEW BUSINESS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and.County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force,
1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax:
(415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 20, 2004
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of September 7, 2004

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

EXECUTIVE OFFICER'S REPORT

(5) Inspection Service: Request for information on hiring and selection records – Assessor's Office. (File No. 0645-04-11) – Discussion and Possible Action Item

Recommendation: Open for discussion.

SPECIAL ORDER OF BUSINESS

(6) Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (File No. 0497-04-1) – Action Item

Department of Administrative Services
Adult Probation Department
Airport Commission
Arts Commission
Asian Art Museum
Assessment Appeals Board
Board of Supervisors, Clerk of the Board of Supervisors
Board of Supervisors, Sunshine Ordinance Task Force
Department of Building Inspection
Office of the City Attorney
Citizen's General Obligation Bond Oversight Committee
Civil Service Commission
Office of the Controller
Office of the District Attorney
Entertainment Commission
Department of the Environment
Fine Arts Museum
San Francisco Fire Department
Health Commission and Department of Public Health
Department of Human Resources
Juvenile Probation Commission
Administrative Services
Arts Commission
Department of Child Support Services
Department of Public Works

Human Rights Commission
Immigrant Rights Commission
Law Library
Public Library
Office of the Mayor
Municipal Transportation Agency
Police Department
Port of San Francisco
Private Industry Council of San Francisco, Inc.
Public Defender
Public Utilities Commission

Recreation and Parks Department
Residential Rent Stabilization and Arbitration Board
Retirement System
Commission and Department on the Status of Women
Taxi Commission
Telecommunications and Information Services
Tax Collector
Treasurer
Youth Commission
Small Business Commission
Office of Citizen Complaints
Juvenile Probation Department
Fire Commission

August 16, 2004: Continue to the meeting of September 7, 2004.

September 7, 2004: Separate in-house and outside activities; Continue to the meeting of September 20, 2004.

Recommendation: Review; Forward comment to Ethics Commission.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Review of request for approval of proposed personal services contract. (File No. 0614-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4018-04/05	Public Utilities Commission	$2,400,000	Will install 300 kilowatts of solar panels at Pier 96. This will help reduce the City's commercial demand and relieve bottlenecks on the City's distribution grid, the amount of pollution impacting air quality, and the vulnerability of blackouts.	Regular	11/01/05

September 7, 2004: Repost PSC #4018-04/05 and notify all affected employee organizations; Continue to the meeting of September 20, 2004.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(8) Review of request for approval of proposed personal services contract. (File No. 0646-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4023-04/05	Sheriff's Office	$322,000	Will provide electronic home detention/monitoring services for inmates as an alternative to jail incarceration; electronic monitoring systems include radio frequency, cellular transmitter to a centralized system that monitors inmates.	Regular	06/30/05
4024-04/05	Children, Youth & Families	$400,000	Will provide one-on-one consulting services - executive coaching and staff development; workshops – fundraising, financial management, strategic planning, board development; and intensive technical assistance to community based organizations.	Regular	11/30/06
4026-04/05	Public Health	$600,000	Will provide architectural design, coordination, and securing of permits for a rooftop air medical helipad at San Francisco General Hospital Medical Center (SFGH) to provide emergency air medical access to SFGH Level I Trauma Center.	Regular	06/30/07

4027-04/05	Public Works	$500,000	Will plant trees on the streets of San Francisco and care for the trees until they are established. Will educate those learning to care for trees; volunteers from the community and provide job skill training and counseling for underprivileged employees.	Regular	06/30/05
4028-04/05	Police	$94,400	Will oversee the job analysis, examination develop, scoring process, and analysis of the results of the Q – 50 Police Sergeant examination. Will defend the examination development process and test results in a court of law, if necessary.	Regular	06/30/07
4029-04/05	Police	$80,000	Will oversee the examination development, scoring process, and analysis of the results of the Q – 35 Assistant Inspector examination. Will defend the examination development process and test results in a court of law, if necessary.	Regular	08/30/08
4025-04/05	Airport Commission	Increase Amount $1,000,000 New Amount $1,500,000	Will execute the specific marketing programs developed in the strategic marketing plan; parking and concession promotions and launch a co-operative advertising program with airline tenants. Will develop and purchase an advertising campaign.	Regular	07/31/05

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (File No. 0647-04-5) – Action Item

Recommendation: Adopt report.

(10) Municipal Transportation Agency's Provisional Appointment Report. (File No. 0648-04-5) – Action Item

Recommendation: Adopt report.

(11) Prevailing Rate of Wages Required in Contracts for Moving Services; Nonprofit Organizations Exclusion. (File No. 0649-04-3) – Action Item

Recommendation:	Adopt report; Forward to the Board of Supervisors.

(12) Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (File No. 0627-04-3) – Action Item

Recommendation:	Adopt report; Forward to the Board of Supervisors.

(13) Appeal by Dr. Roop Jindal of the Human Resources Director's decision in his complaint of discrimination. (File No. 0309-04-6) – Action Item

Recommendation:	Postpone to the meeting of October 4, 2004 at the request of Dr. Roop Jindal.

(14) Appeal by Deborah Wright of the Human Resources Director's finding of insufficient evidence to sustain the charges of retaliation or discrimination. (File No. 0100-04-6) – Action Item

Recommendation:	Postpone to the meeting of October 18, 2004 at the request of Jerry Cimmet, Attorney.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(15) Rule amendments to Civil Service Commission Rules Applicable to the San Francisco Police Department, specifically, Rule 213 – Certification of Eligibles – Police Department. (File No. 0549-04-5) Discussion and Possible Action Item

December 1, 2003:	Discussion continued to the meeting of December 15, 2003.
December 15, 2003:	Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.
January 20, 2004:	Continue discussions. Schedule a Special Meeting when the independent expert is available.
March 1, 2004:	Continue with discussions. Schedule a Special Meeting within the next two weeks with a full Commission and only this item on the agenda.
March 22, 2004:	Adjourned due to lack of quorum caused by building evacuation, to the Regular Meeting of April 5, 2004.

April 5, 2004:

RESUMPTION OF ADJOURNED SPECIAL MEETING OF MARCH 22, 2004

Speakers:	Denise Cannonier-Craig, Department of Human Resources Acting Chief Heather Fong, San Francisco Police Department Dan Leydon, Police Officers Association Mark Osuna, San Francisco Police Department Jason Fox, San Francisco Police Department Terri Brady, San Francisco Police Department

Vote on whether to hold closed session to confer with the designated labor negotiator, San Francisco Administrative Code 67.10 (e) – ACTION ITEM

Action:	The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed session started at 3:50 p.m. in City Hall, Room 400 and the following were present:

President Morgan R. Gorrono, Civil Service Commission
Vice President Linda Richardson, Civil Service Commission (Arrived at 3:59 p.m.)
Alicia D. Becerril, Commissioner (Departed at 4:50 p.m.)
Donald A. Casper, Commissioner
Thomas Ng, Commissioner
Kate Favetti, Executive Officer Civil Service Commission
Anita Sanchez, Assistant Executive Officer Civil Service Commission
Gloria Sheppard, Civil Service Commission
Paul Zarefsky, Deputy City Attorney
Denise Cannonier-Craig, Assistant Deputy Director, Department of Human Resources

Closed session ended at 4:55 p.m.

Reconvened in open session at 4:56 p.m.

Vote to elect whether to disclose any or all discussions held in Closed Session. (San Francisco Administrative Code Section 67.12(a)

Action:	The Commission voted to disclose the actions taken in Closed Session. (Vote of 4 to 0)

Disclosure of action in closed session:

At the direction of President Morgan R. Gorrono the Executive Officer, Civil Service Commission reported the actions taken in closed session as follows:

Disclosure of action in closed session continued:

(1) Sever Draft Proposed Amendments to Rule 203 – Equal Employment Opportunity Policy; Include with Draft Proposed Amendments to Rules 103, 303 and 403 and calendar for the meeting of April 19, 2004. (Vote of 4 to 0)

(2) Draft proposed amendments to Rule 211.2 – Frequency of Promotional Examinations

Remove proposed language: "However, if a test is due and there is no funding or no vacancy or anticipated vacancy in a rank, the Human Resources Director may postpone the administration of an examination in said class until such time as a vacancy or funding is anticipated." (Vote of 4 to 0) Return to original language.

(3) Draft proposed amendments to Rule 212.7 – Cancellation of Eligibility

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

(4) Draft proposed amendments to Rule 212.8 – Merging of Eligible Lists

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

(5) Draft proposed amendments to Rule 212.4 – Duration of Eligibility on Continuous Lists and Rule 212.5 – Duration of Discrete Eligible Lists and Eligibility

Maintain duration of eligible lists to 48 months maximum. (Vote of 4 to 0)

(6) Draft proposed amendment to Rule 213.6 – Certification of Promotive Eligible Lists (Note: Commissioner Linda Richardson arrived at 3:59 p.m.)

Remove draft proposed amendments applying the Statistically Valid Grouping for certification of promotive eligible lists;

Proposed amendment – "Rule of Five (5) Scores" for promotive eligible lists; (Vote of 3 to 2; Commissioners Becerril and Richardson dissent.)

Note: Commissioner Becerril departed at 4:50 p.m.

(7) Maintain draft proposed amendments to Rule 213 - Certification of Eligibles on Secondary Criteria (Vote of 4 to 0)

(8) Continue to meeting of April 19, 2004 for public comment and recommendation to post for meet and confer. (Vote of 4 to 0)

April 19, 2004:

The Commission voted to disclose the actions taken in Closed Session. (Vote of 5 to 0)

At the direction of President Morgan R. Gorrono the Executive Officer, Civil Service Commission reported the actions taken in closed session as follows:

(1) Post for meet and confer proposed amendments to Rules 209, 210, 211, and 212. (Vote of 5-0)

(2) Post for meet and confer proposed amendments to Rule 213 with Rule of Five (5) Scores for promotive eligible list and delete Statistically Valid Grouping. (Vote of 3-2; Commissioners Becerril and Richardson dissent)

August 16, 2004: Direct the Executive Officer to place the posted Rule Amendments on the September 7, 2004 Agenda for final action.

September 7, 2004: Adopt amendments to Civil Service Commission Rules Applicable to the San Francisco Police Department, specifically, Rule 209 – Position Classification and Related Rules; Rule 210 – Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 – Eligible Lists – Police Department. (Vote of 4 to 0)

Postpone Civil Service Commission Rule 213 - Certification of Eligibles – Police Department to the meeting of September 20, 2004 to adopt or repost if substantive amendments are made. (Vote of 4 to 0)

(16) A. Vote on whether to hold closed session to confer with the designated labor negotiator, San Francisco Administrative Code 67.10 (e) – ACTION ITEM

1) CONFERENCE WITH LABOR NEGOTIATOR
(Discussion and possible action Item)

California Government Code Sec. 54957.6(a),
San Francisco Administrative Code Section 67.10(e)
Kate Favetti, Executive Officer/Labor Negotiator, CSC
Organization: San Francisco Police Officers Association

Anticipated issue under negotiation:
Volume II – Rules Applicable to the Uniformed Ranks of the San Francisco Police Department:

- Rule 213 - Certification of Eligibles – Police Department

(16) B. Reconvene in open session:

1. Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a) - (ACTION ITEM)
2. Disclosure of action taken in closed session – (ACTION ITEM)

Recommendation: Open for discussion.

(17) **Backdate civil service citywide seniority dates for Class 2587 Health Worker III staff employed at the San Francisco Behavioral Health Center (formerly Mental Health Rehabilitation Facility), specifically: (File No. 0650-04-4) – Action Item**

NAME	CERTIFICATION DATE – CLASS 2586	CERTIFICATION DATE – CLASS 2587
Joy Chin-Malloy	November 14, 1996	September 13, 2002
Josephine Hawkins	October 1, 2001	February 10, 2003
Stefano Hillman	November 14, 1996	September 13, 2002
Riley Hunter	October 1, 2001	September 13, 2002
Latanya Hurst	February 11, 2002	February 10, 2003
Thomas Ichite	March 9, 1998	February 10, 2003
Kunnarith Ky	October 1, 2001	February 10, 2003
Peter Straus	November 14, 1996	February 10, 2003
Connie Truong	October 1, 2001	February 10, 2003
Mario Choi	October 1, 2001	September 13, 2002
Maggie Thai	October 1, 2001	September 13, 2002

Recommendation: Backdate civil service citywide seniority dates for the employees listed above from a certification date of February 10, 2003 to September 13, 2002.

(18) **Appeal by Sgt. Steve Ford of the Q – 60 Police Lieutenant Job Announcement. (File No. 0598-04-4) – Action Item**

Recommendation: Uphold the decision of the Human Resources Director. Deny the appeal of Sgt. Steve Ford.

(19) **Appeal by Sgt. Dominic Yin of the Q – 60 Police Lieutenant Job Announcement. (File No. 0599-04-4) – Action Item**

Recommendation: Uphold the decision of the Human Resources Director. Deny the appeal of Sgt. Dominic Yin.

(20) Appeal by Sgt. Michael Zurcher of the Q – 60 Police Lieutenant Job Announcement. (File No. 0574-04-4) – Action Item

Recommendation: Uphold the decision of the Human Resources Director. Deny the appeal of Sgt. Michael Zurcher.

(21) Appeal by Sgt. Mark Sullivan of the Q – 60 Police Lieutenant Job Announcement. (File No. 0563-04-4) – Action Item

Recommendation: Uphold the decision of the Human Resources Director. Deny the appeal of Sgt. Mark Sullivan.

(22) Appeal by Sgt. Thomas Feledy of the Q – 60 Police Lieutenant Job Announcement. (File No. 0605-04-4) – Action Item

Recommendation: Uphold the decision of the Human Resources Director. Deny the appeal of Sgt. Thomas Feledy.

(23) Appeal by Officer Damon Keeve of the Q – 60 Police Lieutenant Job Announcement. (File No. 0561-04-4) – Action Item

Recommendation: Uphold the decision of the Human Resources Director. Deny the appeal of Officer Damon Keeve.

(24) Appeal by Sgt. Narda Gillespie of the Q – 60 Police Lieutenant Job Announcement. (File No. 0562-04-4) – Action Item

Recommendation: Uphold the decision of the Human Resources Director. Deny the appeal of Sgt. Narda Gillespie.

(25) Review of request for approval of proposed personal services contract. (File No. 0653-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-04/05	Controller's Office	$1,500,000	Will perform specialized financial, investigative, information technology, telecommunications consulting services and training to maximize the effectiveness of the new Controller's Office City Services Auditor functions.	Regular	10/31/06

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

COMMISSIONER'S NEW BUSINESS

(26) **Draft written opinion of the extension of eligible lists affecting Miscellaneous Employees and Service Critical Classes at the Municipal Transportation Agency as a result of the Civil Service Commission decision to extend Eligible List #22252-E-8-L for Class 9212 Airport Safety Officer. (File No. 0651-04-5)**

September 7, 2004:	Adopt staff report. Approve request to extend eligible list for three (3) months to close of business December 10, 2004, for a maximum duration of 27 months. (Vote of 4 to 0)
	Draft written opinion of the extension of eligible lists affecting Miscellaneous Employees and Service Critical Classes at the Municipal Transportation Agency for the Commissioners consideration at the meeting of September 20, 2004.
Recommendation:	Open for discussion.

(27) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(28) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
65
5
/20/04

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

DOCUMENTS DEPT.
SEP 27 2004
SAN FRANCISCO
PUBLIC LIBRARY

Regular Meeting
September 20, 2004

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:06 p.m.

ROLL CALL

President Linda Richardson	Present (missed items 19-26)
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Not Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda Richardson presided (Items #1-18; left at 4:19 p.m., at recess);
Vice President Thomas T. Ng presided (Items 19-26); began at 4:30 p.m., after recess)

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Vincent Harrington, Police Officers' Association Counsel, requested that the appeal of Officer Damon Keeve (Item #23) be continued to a subsequent meeting to allow for additional departmental discussions.
Deputy Chief Antonio Parra, San Francisco Police Department, requested that the item be heard in order.
Terri Brady, San Francisco Police Department, requested that the item be heard in order.
The Commissioners denied the request and voted to hear the item in order.
(Vote of 4 to 0).

APPROVAL OF MINUTES

Regular Meeting of September 7, 2004

Action: Approve. (Vote of 4 to 0)

ANNOUNCEMENTS

It has been previously reported that at the Special Meeting of June 25, 2004, the Commission voted to submit nominees to the Mayor for the position of Human Resources Director.

Now that the Mayor has submitted his choice of Philip Ginsburg to the Board of Supervisors, it is appropriate to disclose that Mr. Ginsburg was among the nominees submitted by this Commission to the Mayor.

0645-04-11 Inspection Service: Request for information on hiring and selection records – Assessor's Office. (Item No. 5)

Disclosure: Vice President Thomas T. Ng disclosed that he is a friend of the Assessor and has worked on her campaign for Supervisor and Assessor.

Speakers:
Joselito Laudencia, IFPTE Local 21
Diane Cirrincione, former Assessor's Office employee
Criss Romero, Local 21
Carmelita Harris, Assessor's Office employee and Union Shop Steward

Action: The Civil Service Commission acted to commence under its authority specified in Charter Section 10.101, Paragraphs 3 and 5 an investigation and inquiry into all hiring, promotions and separations as well as into all changes to, amendments of or creation of class specifications for positions in the office of the Assessor/Recorder.

1. The Commission directed the Executive Officer to request records for all new hires, promotions, separations and amendments to newly created classifications from the Assessor's Office and the Department of Human Resources since the Assessor took office.
2. Should the Civil Service Commission reasonably believe that not all such documentation has been provided, the Civil Service Commission will at that time consider the issuance of subpoenas for the production of such documentation.
3. Further, should the Civil Service Commission upon review of such documentation determine that the investigation and inquiry requires the testimony of the Assessor/Recorder or employees present or former of the Assessor/Recorder's office or employees present or former of the Department of Human Resources, the Commission will request them to appear and testify before it under oath pursuant to Section 31110.2 of the Government Code. Should any such individual refuse a request to appear to testify under oath, the Civil Service Commission will at that time consider the issuance of a subpoena to such person or persons.
4. The Commission directed the Executive Officer that the investigation and inquiry is to be concluded in sixty (60) days and to calendar a Special Meeting in sixty (60) days and a progress report in thirty (30) days regarding the inspection service. (Vote of 4 to 0)

SPECIAL ORDER OF BUSINESS

0497-04-1 Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (Item No. 6)

Department of Administrative Services
Adult Probation Department
Airport Commission
Arts Commission
Asian Art Museum
Assessment Appeals Board
Board of Supervisors, Clerk of the Board of Supervisors
Board of Supervisors, Sunshine Ordinance Task Force
Department of Building Inspection
Office of the City Attorney
Citizen's General Obligation Bond Oversight Committee
Civil Service Commission
Office of the Controller
Office of the District Attorney
Entertainment Commission
Department of the Environment
Fine Arts Museum
San Francisco Fire Department
Health Commission and Department of Public Health
Department of Human Resources
Juvenile Probation Commission
Administrative Services
Arts Commission
Department of Child Support Services
Department of Public Works
Human Rights Commission
Immigrant Rights Commission
Law Library
Public Library
Office of the Mayor
Municipal Transportation Agency
Police Department
Port of San Francisco
Private Industry Council of San Francisco, Inc.
Public Defender
Public Utilities Commission
Recreation and Parks Department
Residential Rent Stabilization and Arbitration Board
Retirement System
Commission and Department on the Status of Women
Taxi Commission
Telecommunications and Information Services
Tax Collector
Treasurer
Youth Commission
Small Business Commission
Office of Citizen Complaints
Juvenile Probation Department
Fire Commission

August 16, 2004: Continue to the meeting of September 7, 2004.

September 7, 2004: Separate in-house and outside activities; Continue to the meeting of September 20, 2004.

Speakers: Mabel Ng, Deputy Director, Ethics Commission

Action: Continue to the meeting of October 4, 2004. (Vote of 4 to 0)

0614-04-8 **Review of request for approval of proposed personal services contract. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4018-04/05	Public Utilities Commission	***$2,100,000***	Will install 300 kilowatts of solar panels at Pier 96. This will help reduce the City's commercial demand and relieve bottlenecks on the City's distribution grid, the amount of pollution impacting air quality, and the vulnerability of blackouts.	Regular	11/01/05

September 7, 2004: Repost PSC #4018-04/05 and notify all affected employee organizations; Continue to the meeting of September 20, 2004.

Speakers: James Howells, Public Utilities Commission

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 1; Commissioner Gorrono dissents.)

0646-04-8 **Review of request for approval of proposed personal services contract. (Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4023-04/05	Sheriff's Office	$322,000	Will provide electronic home detention/monitoring services for inmates as an alternative to jail incarceration; electronic monitoring systems include radio frequency, cellular transmitter to a centralized system that monitors inmates.	Regular	06/30/05
4024-04/05	Children, Youth & Families	$400,000	Will provide one-on-one consulting services - executive coaching and staff development; workshops – fundraising, financial management, strategic planning, board development; and intensive technical assistance to community based organizations.	Regular	11/30/06
4026-04/05	Public Health	$600,000	Will provide architectural design, coordination, and securing of permits for a rooftop air medical helipad at San Francisco General Hospital Medical Center (SFGH) to provide emergency air medical access to SFGH Level I Trauma Center.	Regular	06/30/07
4027-04/05	Public Works	$500,000	Will plant trees on the streets of San Francisco and care for the trees until they are established. Will educate those learning to care for trees; volunteers from the community and provide job skill training and counseling for underprivileged employees.	Regular	06/30/05
4028-04/05	Police	$94,400	Will oversee the job analysis, examination develop, scoring process, and analysis of the results of the Q – 50 Police Sergeant examination. Will defend the examination development process and test results in a court of law, if necessary.	Regular	06/30/07

4029-04/05	Police	$80,000	Will oversee the examination development, scoring process, and analysis of the results of the Q – 35 Assistant Inspector examination. Will defend the examination development process and test results in a court of law, if necessary.	Regular	08/30/08
4025-04/05	Airport Commission	Increase Amount $1,000,000 New Amount $1,500,000	Will execute the specific marketing programs developed in the strategic marketing plan; parking and concession promotions and launch a co-operative advertising program with airline tenants. Will develop and purchase an advertising campaign.	Regular	07/31/05

Speakers: Terri Brady, San Francisco Police Department and Criss Romero, IFPTE Local 21, spoke on PSC #4028/04/05 and PSC #4029-04/05
Jane Sullivan and Gabe Karol, Airport Commission, spoke on PSC #4025-04/05

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0647-04-5 **Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (Item No. 9)**

Speakers: None

Action: Adopt report. (Vote of 4 to 0)

0648-04-5 **Municipal Transportation Agency's Provisional Appointment Report. (Item No. 10)**

Speakers: None.

Action: Adopt report. (Vote of 4 to 0)

0649-04-3 **Prevailing Rate of Wages Required in Contracts for Moving Services; Nonprofit Organizations Exclusion. (Item No. 11)**

Speakers: None.

Action: Adopt report; Forward to the Board of Supervisors. (Vote of 4 to 0)

0627-04-3 Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 12)

Speakers: Paul Zarefsky, Deputy City Attorney
Greg Perez, Department of Human Resources
Donna Levitt, Office of Contract Administration

Action: Sever prevailing wage for workers engaged in rigging, sound, projection, theatrical lighting, videos, computers, draping, carpentry, special effects, and motion picture services on property owned by the City & County of San Francisco, as it was recently approved and forwarded to the Board of Supervisors; Adopt remainder of the report; Forward to the Board of Supervisors. (Vote of 4 to 0)

0309-04-6 Appeal by Dr. Roop Jindal of the Human Resources Director's decision in his complaint of discrimination. (Item No. 13)

Speakers: None.

Action: Postpone to the meeting of October 4, 2004 at the request of Dr. Roop Jindal. (Vote of 4 to 0)

0100-04-6 Appeal by Deborah Wright of the Human Resources Director's finding of insufficient evidence to sustain the charges of retaliation or discrimination. (Item No. 14)

Speakers: None.

Action: Postpone to the meeting of October 18, 2004 at the request of Jerry Cimmet, Attorney. (Vote of 4 to 0)

0549-04-5 Rule amendments to Civil Service Commission Rules Applicable to the San Francisco Police Department, specifically, Rule 213 – Certification of Eligibles – Police Department. (Item No. 15)

December 1, 2003: Discussion continued to the meeting of December 15, 2003.

December 15, 2003: Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.

January 20, 2004: Continue discussions. Schedule a Special Meeting when the independent expert is available.

March 1, 2004: Continue with discussions. Schedule a Special Meeting within the next two weeks with a full Commission and only this item on the agenda.

March 22, 2004:	Adjourned due to lack of quorum caused by building evacuation, to the Regular Meeting of April 5, 2004.
April 5, 2004:	

RESUMPTION OF ADJOURNED SPECIAL MEETING OF MARCH 22, 2004

Speakers:
Denise Cannonier-Craig, Department of Human Resources
Acting Chief Heather Fong, San Francisco Police Department
Dan Leydon, Police Officers Association
Mark Osuna, San Francisco Police Department
Jason Fox, San Francisco Police Department
Terri Brady, San Francisco Police Department

Vote on whether to hold closed session to confer with the designated labor negotiator, San Francisco Administrative Code 67.10 (e) – ACTION ITEM

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed session started at 3:50 p.m. in City Hall, Room 400 and the following were present:

President Morgan R. Gorrono, Civil Service Commission
Vice President Linda Richardson, Civil Service Commission (Arrived at 3:59 p.m.)
Alicia D. Becerril, Commissioner (Departed at 4:50 p.m.)
Donald A. Casper, Commissioner
Thomas Ng, Commissioner
Kate Favetti, Executive Officer Civil Service Commission
Anita Sanchez, Assistant Executive Officer Civil Service Commission
Gloria Sheppard, Civil Service Commission
Paul Zarefsky, Deputy City Attorney
Denise Cannonier-Craig, Assistant Deputy Director, Department of Human Resources

Closed session ended at 4:55 p.m.

Reconvened in open session at 4:56 p.m.

Vote to elect whether to disclose any or all discussions held in Closed Session. (San Francisco Administrative Code Section 67.12(a)

Action: The Commission voted to disclose the actions taken in Closed Session. (Vote of 4 to 0)

Disclosure of action in closed session:

At the direction of President Morgan R. Gorrono the Executive Officer, Civil Service Commission reported the actions taken in closed session as follows:

(1) Sever Draft Proposed Amendments to Rule 203 – Equal Employment Opportunity Policy; Include with Draft Proposed Amendments to Rules 103, 303 and 403 and calendar for the meeting of April 19, 2004. (Vote of 4 to 0)

(2) Draft proposed amendments to Rule 211.2 – Frequency of Promotional Examinations

Remove proposed language: "However, if a test is due and there is no funding or no vacancy or anticipated vacancy in a rank, the Human Resources Director may postpone the administration of an examination in said class until such time as a vacancy or funding is anticipated." (Vote of 4 to 0) Return to original language.

Disclosure of action in closed session continued:

(3) Draft proposed amendments to Rule 212.7 – Cancellation of Eligibility

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

(4) Draft proposed amendments to Rule 212.8 – Merging of Eligible Lists

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

(5) Draft proposed amendments to Rule 212.4 – Duration of Eligibility on Continuous Lists and Rule 212.5 – Duration of Discrete Eligible Lists and Eligibility

Maintain duration of eligible lists to 48 months maximum. (Vote of 4 to 0)

(6) Draft proposed amendment to Rule 213.6 – Certification of Promotive Eligible Lists (Note: Commissioner Linda Richardson arrived at 3:59 p.m.)

Remove draft proposed amendments applying the Statistically Valid Grouping for certification of promotive eligible lists;

Proposed amendment – "Rule of Five (5) Scores" for promotive eligible lists; (Vote of 3 to 2; Commissioners Becerril and Richardson dissent.)

Note: Commissioner Becerril departed at 4:50 p.m.

(7) Maintain draft proposed amendments to Rule 213 - Certification of Eligibles on Secondary Criteria (Vote of 4 to 0)

(8) Continue to meeting of April 19, 2004 for public comment and recommendation to post for meet and confer. (Vote of 4 to 0)

April 19, 2004:

The Commission voted to disclose the actions taken in Closed Session. (Vote of 5 to 0)

At the direction of President Morgan R. Gorrono the Executive Officer, Civil Service Commission reported the actions taken in closed session as follows:

(1) Post for meet and confer proposed amendments to Rules 209, 210, 211, and 212. (Vote of 5-0)

(2) Post for meet and confer proposed amendments to Rule 213 with Rule of Five (5) Scores for promotive eligible list and delete Statistically Valid Grouping. (Vote of 3-2; Commissioners Becerril and Richardson dissent)

August 16, 2004: Direct the Executive Officer to place the posted Rule Amendments on the September 7, 2004 Agenda for final action.

September 7, 2004: Adopt amendments to Civil Service Commission Rules Applicable to the San Francisco Police Department, specifically, Rule 209 – Position Classification and Related Rules; Rule 210 – Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 – Eligible Lists – Police Department. (Vote of 4 to 0)

Postpone Civil Service Commission Rule 213 - Certification of Eligibles – Police Department to the meeting of September 20, 2004 to adopt or repost if substantive amendments are made. (Vote of 4 to 0)

Vote on whether to hold closed session to confer with the designated labor negotiator, San Francisco Administrative Code 67.10 (e) (Item No. 16)

The Commission conducted entire item in Open Session.

Speakers: Sgt. Tom Feledy, San Francisco Police Department

Action: Amended posted Rule 213 to read: "For each referral, the Certification Rule shall be the Rule of Five. However, for each referral, if there is adverse impact under Title VII of the Civil Rights Act of 1964 resulting from the Rule of Five, then a broader certification rule shall be used but only after the proposed broader rule is presented to the Civil Service Commission for approval – the broader certification rule may not be used until the Human Resources Director is instructed by the Civil Service Commission to do so. The Commission may use its own rule, and is not bound to use the rule that is proposed"; Repost for meet and confer. (Vote of 3 to 1; Commissioner Linda Richardson dissents)

0650-04-4 **Backdate civil service citywide seniority dates for Class 2587 Health Worker III staff employed at the San Francisco Behavioral Health Center (formerly Mental Health Rehabilitation Facility), specifically: (Item No. 17)**

NAME	CERTIFICATION DATE – CLASS 2586	CERTIFICATION DATE – CLASS 2587
Joy Chin-Malloy	November 14, 1996	September 13, 2002
Josephine Hawkins	October 1, 2001	February 10, 2003
Stefano Hillman	November 14, 1996	September 13, 2002
Riley Hunter	October 1, 2001	September 13, 2002
Latanya Hurst	February 11, 2002	February 10, 2003
Thomas Ichite	March 9, 1998	February 10, 2003
Kunnarith Ky	October 1, 2001	February 10, 2003
Peter Straus	November 14, 1996	February 10, 2003
Connie Truong	October 1, 2001	February 10, 2003
Mario Choi	October 1, 2001	September 13, 2002
Maggie Thai	October 1, 2001	September 13, 2002

Speakers: None.

Action: Continue to the meeting of October 4, 2004. (Vote of 4 to 0)

0598-04-4 **Appeal by Sgt. Steve Ford of the Q – 60 Police Lieutenant Job Announcement. (Item No. 18)**

Speakers: Terri Brady, San Francisco Police Department
Sgt. Steve Ford, Appellant

Action: Sustain the decision of the Human Resources Director. Deny the appeal of Sgt. Steve Ford. (Vote of 3 to 0)

0599-04-4 Appeal by Sgt. Dominic Yin of the Q – 60 Police Lieutenant Job Announcement. (Item No. 19)

Speakers: Terri Brady, San Francisco Police Department
Sgt. Dominic Yin, Appellant

Action: Sustain the decision of the Human Resources Director. Deny the appeal of Sgt. Dominic Yin. (Vote of 3 to 0)

0574-04-4 Appeal by Sgt. Michael Zurcher of the Q – 60 Police Lieutenant Job Announcement. (Item No. 20)

Speakers: Terri Brady, San Francisco Police Department
Sgt. Michael Zurcher, Appellant

Action: Sustain the decision of the Human Resources Director. Deny the appeal of Sgt. Michael Zurcher. (Vote of 3 to 0)

0563-04-4 Appeal by Sgt. Mark Sullivan of the Q – 60 Police Lieutenant Job Announcement. (Item No. 21)

Speakers: Terri Brady, San Francisco Police Department
Sgt. Mark Sullivan, Appellant

Action: Sustain the decision of the Human Resources Director. Deny the appeal of Sgt. Mark Sullivan. (Vote of 3 to 0)

0605-04-4 Appeal by Sgt. Thomas Feledy of the Q – 60 Police Lieutenant Job Announcement. (Item No. 22)

Speakers: Terri Brady, San Francisco Police Department
Sgt. Thomas Feledy, Appellant

Action: Sustain the decision of the Human Resources Director. Deny the appeal of Sgt. Thomas Feledy. (Vote of 3 to 0)

0561-04-4 Appeal by Officer Damon Keeve of the Q – 60 Police Lieutenant Job Announcement. (Item No. 23)

Speakers: Terri Brady, San Francisco Police Department
Officer Damon Keeve, Appellant
Deputy Chief Antonio Parra, San Francisco Police Department

Action: Sustain the decision of the Human Resources Director. Deny the appeal of Officer Damon Keeve. (Vote of 3 to 0)

0562-04-4 **Appeal by Sgt. Narda Gillespie of the Q – 60 Police Lieutenant Job Announcement. (Item No. 24)**

Speakers: Terri Brady, San Francisco Police Department
Sgt. Narda Gillespie, Appellant

Action: Sustain the decision of the Human Resources Director. Deny the appeal of Sgt. Narda Gillespie. (Vote of 3 to 0)

0653-04-8 **Review of request for approval of proposed personal services contract. (Item No. 25)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-04/05	Controller's Office	$1,500,000	Will perform specialized financial, investigative, information technology, telecommunications consulting services and training to maximize the effectiveness of the new Controller's Office City Services Auditor functions.	Regular	10/31/06

Speakers: Monique Zmuda, Deputy Controller

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0651-04-5 **Draft written opinion of the extension of eligible lists affecting Miscellaneous Employees and Service Critical Classes at the Municipal Transportation Agency as a result of the Civil Service Commission decision to extend Eligible List #22252-E-8-L for Class 9212 Airport Safety Officer. (Item No. 26)**

September 7, 2004: Adopt staff report. Approve request to extend eligible list for three (3) months to close of business December 10, 2004, for a maximum duration of 27 months. (Vote of 4 to 0)

Draft written opinion of the extension of eligible lists affecting Miscellaneous Employees and Service Critical Classes at the Municipal Transportation Agency for the Commissioners consideration at the meeting of September 20, 2004.

Speakers: None.

Action: Adopt written opinion; Distribute with Meeting Minutes. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Officer Damon Keeve appreciates Commissioner Gorrono requesting information from the department.

ADJOURNMENT

6.44 p.m.

Before the Civil Service Commission
Of the City and County of San Francisco

In the Matter of:

REQUEST TO EXTEND
ELIGIBLE LIST NO. 22252-E-8-L
FOR CLASS 9212
AIRPORT SECURITY OFFICER

FILE NO. 0615-05-07

STATEMENT OF DECISION

Eligible List No. 22252-E-8-L, for Class 9212 Airport Security Officer, was due to expire on September 10, 2004. Rafael Centeno, Human Resources Director for the Airport Commission, requested that the Civil Service Commission extend the duration of the list for a period of three months, ending on December 10, 2004. The Airport Commission proposes to appoint from the list, on a permanent civil service basis, an eligible now performing the duties of the classification under temporary exempt appointment. A permanent civil service appointment would not be possible at this time without extending the list.

The request to extend the list was made through Ted Yamasaki, Acting Human Resources Director of the City and County, by memorandum to this commission dated August 27, 2004.

The Civil Service Commission heard and considered the request at its regular meeting on September 7, 2004. Present were President Linda Richardson, Vice President Thomas Eng, Commissioner Donald A. Casper, and Commissioner Morgan Gorrono. Denise Cannonier-Craig, Assistant Deputy Human Resources Director for Merit System Services, addressed the commission on behalf of the Department of Human Resources. By vote of 4-0, the commission approved the request and extended the eligible list to December 10, 2004, for the reasons stated during the meeting and discussed in this statement of decision.

FACTS

Eligible List No. 22252-E-8-L was posted September 3 and adopted on September 11, 2002. Initially, it was assigned a duration of 12 months by the Human Resources Director of the City and County (hereafter "the Director"). The Airport Commission had requested an eligibility period of that length for Class 9212 Airport Safety Officer, and the Director took the request into consideration.[1] During that period, four candidates were referred from the list, and the four received permanent civil service appointments.

On September 9, 2003, again at the Airport Commission's request, and before the list's expiration, the Director extended the eligible list for 12 additional months, to September 10, 2004. During this extended period, two appointments were made from the list. One was a permanent civil service appointment filling a vacancy. The other was a temporary exempt appointment to provide coverage for a permanent Class 9212 Airport Safety Officer on military leave.[2] The temporary exempt appointment, which occurred in November 2003, was the last made from the list to date. There were no other openings.

A new vacancy in the classification soon will occur, however. It will result from two not otherwise related hiring activities now underway at San Francisco International Airport. A current Class 9220 Airport Operations Supervisor will be appointed to Class 0923 Manager II (Airport Duty Manager), leaving a vacancy in Class 9220. That vacancy will be filled from a permanent holdover roster. The employee who will be returned to duty in Class 9220 from the holdover roster now works as a Class 9212 Airport Safety Officer, from which classification he had been promoted to Class 9220, and to which he reverted when laid off from the higher classification.[3] Thus, when he returns to duty in Class 9220, there will be an open and available position in Class 9212.

The eligible whom the Airport Commission proposes to hire into the position as a permanent civil service Class 9212 Airport Safety Officer, with an airfield assignment, is the same individual now performing the duties of the classification under temporary exempt appointment as a substitute for for the permanent civil service employee on military leave. Hers is the highest ranking test score remaining on the list. However, were the duration of the list not to be extended further, she could not receive a permanent appointment. Given that such an appointment must follow the pending appointments to Class 0923 Manager II and Class 9220 Airport Operations Supervisor, there would not be sufficient time within which to coordinate and complete the necessary steps, including requisition approvals and referrals/return-to-duty notices, for all three appointments to be made before expiration of the eligible list for Class 9212.

---

[1] Section 112.2.3 of the Civil Service Commission Rules provide: "In establishing duration of an eligible list or duration of eligibility, the Human Resources Director shall consider, *among other factors*, the size of the applicant pool, the number of positions in the class, the rate of turnover, and equal employment opportunity goals." (Emphasis added.)

[2] Charter Section 110.4, paragraph 17, allows for temporary exempt appointments "as substitutes for civil service employees on leave, except that such positions may be filled through regular civil service procedures; . . . ."

[3] Class 9220 Airport Operations Supervisor oversees Class 9212 Airport Safety Officer during an assigned shift. For procedures governing layoff of a miscellaneous employee, reinstatement in previous classification, holdover status, and return to duty in a higher classification, see Sections 112.30 and 121.1 through 121.17 of the Civil Service Commission Rules.

As its title indicates, the classification is safety-sensitive. According to the specifications maintained for the class by the Department of Human Resources[4], a Class 9212 Airport Safety Officer performs airfield patrol and inspection duties of airfield and other facilities to evaluate operating conditions for aircraft, to control airfield surface traffic, and to secure tenant and other facilities. He or she also performs surveillance, inspection and investigations for enforcement of the Airport Safety Program and to ensure compliance with Federal and Airport Safety Regulations. It was represented to the Civil Service Commission that positions within the classification are critical to the airport's Operations and Safety Division. It was represented to this commission that the eligible whom the Airport Commission now proposes to appoint to the class on a permanent civil service basis is successfully performing the classification's functions.

Class 9212 Airport Safety Officer is an entry-level classification. Should a permanent civil service appointment be made at this time, there will be no negative impact on incumbents or on holdovers.

Prior to the adoption of Eligible List No. 22252-E-8-L, so this commission has been informed, the Airport Commission did not anticipate that budget reductions would impact the number of available positions in Class 9212, such that a longer eligibility period would be needed. Had the Airport Commission foreseen the impact of budget reductions on the classification, it would have requested an initial eligibility duration of 24 months rather than 12.

---

[4] The specifications for Class 9212 Airport Safety Officer are posted on the Department of Human Resources web site, <<http://www.sfgov.org/site/dhr_index.asp?id=24>>.

DISCUSSION

In presenting the request to further extend Eligible List No. 22252-E-8-L, the Department of Human Resources argued that no provision of the Civil Service Commission Rules prevents this commission from further extending the list by a period which, added to the list's initial duration and its previous extension, would result in a total duration of less than three years. The department thus put forward an argument from the negative. The issues to be decided are more properly, and preferably, stated in the affirmative: Does the Civil Service Commission have jurisdiction to further extend Eligible List No. 22252-E-8--L by the requested three months? If yes, is there good cause to do so?

Section 10.101 of the City Charter vests this commission with authority regarding the duration of eligible lists. "The Civil Service Commission shall adopt rules, policies, and procedures to carry out the civil service merit system provisions of this Charter and, except as otherwise provided in this Charter, such rules shall govern . . . duration of eligible lists; . . . ."

Class 2122 Airport Safety Officer is a miscellaneous classification. Eligible lists for the class are governed Civil Service Commission Rule 112.[5] Eligible List No.22252-8-E-L is a discrete eligible list.[6] Two provisions of Rule 112 affecting its duration are directly relevant to the question before this commission. Section 112.2 .1 provides as follows: "For discrete eligible lists, the eligible list shall state the duration of the list[,] with the minimum duration being six (6) months and the maximum twenty-four (24) months." And Section 112.3 provides:"The Human Resources Director may extend an eligible list or eligibility period for up to one (1) additional year. Eligibles shall be notified of the extension and any change in the expiration of their eligibility."

Under the longstanding administrative interpretation accorded to Section 112.3 by the Department of Human Resources, the Director may extend an eligible list for up to one year in addition to the period stated on the list at the time of its adoption, even if the list's initial duration is the maximum 24 months allowed under Section 112.2.1. That interpretation, though expansive in a double sense, is not unreasonable. Section 112.2.1 concerns the duration originally established for an eligible list and stated on the list at the time of its posting and adoption. Section 112.3 has reference to a subsequent action which may be taken by the Director regarding the list's duration. Moreover, the department's interpretation of Section 112.3 conform's to the provision's intent.

---

[5] All further statutory references will be to the Civil Service Commission Rules, unless otherwise specified.

[6] "Discrete eligible lists are list derived from examinations which are open for filing for a specific time period and in which the selection procedure is administered on a specific date or dates." (Sec. 112.1.1.)

The intent of Section 112.3 is to provide flexibility in circumstances unforeseen at the time when the duration of an eligible list is first established..[7] The factor to be emphasized here is unforeseeability. When an unforeseen circumstance affects a civil service hiring or promotion process, the system's ability to respond to the new situation by extending an eligible list should not be impaired by a decision–i.e., establishment of the list's duration–arrived at when the circumstance was not anticipated To measure and limit the amount of time for which a list may be extended by reference to its initial duration (the longer the initial duration, the shorter the extension) is to allow the earlier decision, deficient in hindsight, to control present flexibility.

However, a discrete eligible list cannot be extended indefinitely. For compelling policy reasons, there must be an overall, fixed limit to its life. An aging eligible list sits atop an aging, perhaps stale test. In the years following the exam's administration, developments may occur in the tested fields. Class specifications may be amended, with a shift in the mix of required KSA's. Also, new talent may enter the pool of potential applicants, and they ought to be given opportunities for advancement. More broadly, valid and reliable examinations are the cornerstone of a merit system. Allowing discrete eligible lists to linger on and on is to allow budget makers an excuse to defer exam funding.

An overall, fixed limit to the duration of eligible lists has been a fundamental and consistent policy of the San Francisco's merit system. The 1932 Charter, both in its original form and in a later recodification, imposed a four-year limitation.[8] After this and other civil service provisions of the Charter were transferred to the Civil Service Commission Rules in 1991, the four-year cap was retained for the unformed ranks of the Police and Fire departments.[9] Recently, this commission refused a request to extend a Police Department eligible list beyond its four-year duration.[10]

---

[7] The initial duration of an eligible list is actually established very early in the process, well before the list's posting. It first appears on the examination announcement. (Sec.112.18.1.)

[8] "The civil service commission may remove all names from the list of eligibles after they have remained thereon for more than two years and all names thereon shall be removed at the end of four year. The commission may, however, provide inn the scope-circular of any examination that the list of eligibles secured thereby shall automatically expire at a date not less than two or more than four years after the adoption of such list." (Former Charter Sec. 8.330, recodifying Sec. 145.)

A discrete eligible list for a miscellaneous classification can have an overall duration of three years. This limit is computed by adding the maximum allowable duration which can be established under Section 112.2.1 at the time of the list's adoption (24 months) and the maximum extension which the Director later can grant under Section 112..3 (12 months).

When placed before this commission, Eligible List No. 22252-E-8-L had a total duration of two years. As explained earlier, its initial duration was 12 months, and the Director later extended it by an equal period. This commission then was asked to extend the duration by an additional three months, resulting in a total duration of two years and three months. Such an extension does not violate the overall three-year limitation imposed by the Civil Service Commission Rules.

This commission was asked to further extend the list's duration because the Director, when she granted a 12-month extension, exhausted her authority to act under Section 112.3. No other provision of the Rules allows the Director to grant an extension beyond that provided in Section 112.3. The central issue, therefore, is whether the Civil Service Commission has jurisdiction to grant a further extension within the overall three-year limitation on discrete eligible lists. This commission does have the requisite jurisdiction.

By practical necessity, the Civil Service Commission has delegated the execution of much of its Charter-based authority over the merit system to the Director. It has done so through the Civil Service Commission Rules. But this commission has not delegated all of its powers to the Director. With respect to the duration of discrete eligible lists for miscellaneous classifications, this Commission has authorized the Director to establish their initial durations, to a maximum of 24 months, and later to extend their durations to a maximum of 12 months. If, as here, the Director established an initial duration of less than 24 months, and later granted an extension of 12 months, so that the resulting total duration is less than the three-year cap, authority must reside somewhere to grant a further extension where needed–provided, of course, that the overall three-year limitation is not exceeded. Otherwise the flexibility, albeit narrow, required in unforeseen circumstances would be frustrated. Such authority to can only reside in the Civil Service Commission.

---

[9] Secs. 212.5, 212.7, 312.8, 312.9.

[10] Report on the Q-60 Lieutenant Eligible List, the Selection Process Utilized for Q-60 Lieutenant Appointments, and Extending the Eligible List for Three Months, File No. 0396-04-5, Civil Service Commission Minutes, Regular Meeting, June 7, 2004.

There is good cause for exercising that authority here. As noted earlier, had the Airport Commission foreseen the impact of budget reductions upon the number of available positions in Class 2212 Airport Safety Officer, it would have requested, and the Director no doubt would have established, a 24-month initial duration for Eligible List No. 22252-E-8-L. Then the Director could have considered and approved the request for a three-month extension which instead had to be presented to this commission. Class 2212 Airport Safety Officer being critical to the operation of the airport's Operations and Safety Division, an immediate appointment on a permanent civil service basis is preferable. The eligible whom the Airport Commission proposes to so appoint holds the now highest rank on Eligible List No. 22252-E-8-L, and she has demonstrated her ability to perform the classification's functions.

For these reasons, the Civil Service Commission approved the request of the Airport Commission and ordered that Eligible List No. 22252-E-8-L be further extended for a period of three months, ending on December 10, 2004.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

SEP 29 2004

SAN FRANCISCO
PUBLIC LIBRARY

09-29-04P01:10 RCVD

F
CS
4
14/04

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

IORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
October 4, 2004

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

SPECIAL ORDER OF BUSINESS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force,
1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax:
(415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 4, 2004
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of September 20, 2004

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

SPECIAL ORDER OF BUSINESS

(5) Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (File No. 0497-04-1) – Action Item

Department of Administrative Services
Adult Probation Department
Airport Commission
Arts Commission
Asian Art Museum
Assessment Appeals Board
Board of Supervisors, Clerk of the Board of Supervisors
Board of Supervisors, Sunshine Ordinance Task Force
Department of Building Inspection
Office of the City Attorney
Citizen's General Obligation Bond Oversight Committee
Civil Service Commission
Office of the Controller
Office of the District Attorney
Entertainment Commission
Department of the Environment
Fine Arts Museum
San Francisco Fire Department
Health Commission and Department of Public Health
Department of Human Resources
Juvenile Probation Commission
City Administrator
Arts Commission
Department of Child Support Services
Department of Public Works

Aging & Adult Services Commission & the Department of Aging & Adult Services

Human Rights Commission
Immigrant Rights Commission
Law Library
Public Library
Office of the Mayor
Municipal Transportation Agency
Police Department
Port of San Francisco
Private Industry Council of San Francisco, Inc.
Public Defender
Public Utilities Commission

Recreation and Parks Department
Residential Rent Stabilization and Arbitration Board
Retirement System
Commission and Department on the Status of Women
Taxi Commission
Telecommunications and Information Services
Tax Collector
Treasurer
Youth Commission
Office of Economic & Workforce Development
Office of Citizen Complaints
Juvenile Probation Department
Fire Commission
Human Services Agency & the Department of Human Services
Southeast Community Facility Commission

August 16, 2004: Continue to the meeting of September 7, 2004.

September 7, 2004: Separate in-house and outside activities; Continue to the meeting of September 20, 2004.

September 20, 2004: Continue to the meeting of October 4, 2004.

Recommendation: Review; Forward comment to Ethics Commission.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0702-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4031-04/05	Municipal Transportation Agency	$3,709,168	Will provide shipping and partial restoration of eleven New Jersey Transit (NJT) Presidents Conference Committee streetcars Muni is purchasing from NJT; including labor, inspection, engineering, quality assurance/quality control, parts and facilities.	Regular	09/20/09
4032-04/05	Public Works	$1,600,000	Will provide as-needed environmental, scientific, and laboratory consultation services for rapid & cost effective resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey & regulatory negotiations.	Regular	09/30/07
4033-04/05	Juvenile Probation	$175,000	Will provide technical expertise for the Department's program evaluation system, PrIDE, a comprehensive program evaluation system set up to measure the achievement of specific service objectives for youth placed in programs of Juvenile Probation.	Regular	06/30/05
4034-04/05	Public Utilities Commission (Water)	$405,000	Will provide expert technical advisory and independent review services for the San Francisco Clean Water Master Plan (CWMP). Seek to retain the services of consultants who are members of the Technical Advisory Committee (TAC).	Regular	08/31/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) **Backdate civil service citywide seniority dates for Class 2587 Health Worker III staff employed at the San Francisco Behavioral Health Center (formerly Mental Health Rehabilitation Facility), specifically: (File No. 0650-04-4) – Action Item**

NAME	CERTIFICATION DATE – CLASS 2586	CERTIFICATION DATE – CLASS 2587
Joy Chin-Malloy	November 14, 1996	September 13, 2002
Josephine Hawkins	October 1, 2001	February 10, 2003
Stefano Hillman	November 14, 1996	September 13, 2002
Riley Hunter	October 1, 2001	September 13, 2002
Latanya Hurst	February 11, 2002	February 10, 2003
Thomas Ichite	March 9, 1998	February 10, 2003
Kunnarith Ky	October 1, 2001	February 10, 2003
Peter Straus	November 14, 1996	February 10, 2003
Connie Truong	October 1, 2001	February 10, 2003
Mario Choi	October 1, 2001	September 13, 2002
Maggie Thai	October 1, 2001	September 13, 2002

September 20, 2004: Postpone to the meeting of October 4, 2004 at the request of staff.

Recommendation: Backdate civil service citywide seniority date for the employees listed above from a certification date of February 10, 2003 to September 13, 2002.

(8) **Appeal by Dr. Roop Jindal of the Human Resources Director's decision in his complaint of discrimination. (File No. 0309-04-6) – Action Item**

September 20, 2004: Postpone to the meeting of October 4, 2004 at the request of Dr. Roop Jindal.

Recommendation: Adopt the staff report. Sustain the decision of the Human Resources Director; deny the appeal by Dr. Jindal.

(9) Review of request for approval of proposed personal services contract. (File No. 0703-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4035-04/05	Elections	$100,000	Will utilize print, radio, television, and video messages to specifically inform and educate San Francisco's voters protected under the Voting Rights Act about ranked-choice voting in preparation for the November 2004 election.	Regular	12/31/04

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(10) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(11) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

55
5
14/04

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
October 4, 2004

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
OCT 12 2004
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:04 p.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Not Present

President Linda Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

David Coleman, IFPTE Local 21 representative indicated that he will request to sever Item #9. As the item is on the Regular Agenda, it will automatically be heard.

APPROVAL OF MINUTES

Regular Meeting of September 20, 2004

Action: Approve as amended (Diane Cirrincione, current employee of the Assessor's Office and Carmelita Harris, SEIU Local 790 Shop Steward.) (Vote of 4 to 0)

0497-04-1 Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (Item No. 5)

Department of Administrative Services
Adult Probation Department
Airport Commission
Arts Commission
Asian Art Museum
Assessment Appeals Board
Board of Supervisors, Clerk of the Board of Supervisors
Board of Supervisors, Sunshine Ordinance Task Force
Department of Building Inspection
Office of the City Attorney
Citizen's General Obligation Bond Oversight Committee
Civil Service Commission
Office of the Controller
Office of the District Attorney
Entertainment Commission
Department of the Environment
Fine Arts Museum
San Francisco Fire Department
Health Commission and Department of Public Health
Department of Human Resources
Juvenile Probation Commission
City Administrator
Arts Commission
Department of Child Support Services
Department of Public Works

Aging & Adult Services Commission & the Department of Aging & Adult Services

Human Rights Commission
Immigrant Rights Commission
Law Library
Public Library
Office of the Mayor
Municipal Transportation Agency
Police Department
Port of San Francisco
Private Industry Council of San Francisco, Inc.
Public Defender
Public Utilities Commission

Recreation and Parks Department
Residential Rent Stabilization and Arbitration Board
Retirement System
Commission and Department on the Status of Women
Taxi Commission
Telecommunications and Information Services
Tax Collector
Treasurer
Youth Commission
Office of Economic & Workforce Development
Office of Citizen Complaints
Juvenile Probation Department
Fire Commission
Human Services Agency & the Department of Human Services
Southeast Community Facility Commission

August 16, 2004: Continue to the meeting of September 7, 2004.

September 7, 2004: Separate in-house and outside activities; Continue to the meeting of September 20, 2004.

September 20, 2004: Continue to the meeting of October 4, 2004.

Speakers: Dr. Toye Moses, Southeast Community Facility Commission

Action: Submit preliminary comments and approve complete comments at the meeting of October 18, 2004. (Vote of 4 to 0)

0702-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4031-04/05	Municipal Transportation Agency	$3,709,168	Will provide shipping and partial restoration of eleven New Jersey Transit (NJT) Presidents Conference Committee streetcars Muni is purchasing from NJT; including labor, inspection, engineering, quality assurance/quality control, parts and facilities.	Regular	09/20/09
4032-04/05	Public Works	$1,600,000	Will provide as-needed environmental, scientific, and laboratory consultation services for rapid & cost effective resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey & regulatory negotiations.	Regular	09/30/07
4033-04/05	Juvenile Probation	$175,000	Will provide technical expertise for the Department's program evaluation system, PrIDE, a comprehensive program evaluation system set up to measure the achievement of specific service objectives for youth placed in programs of Juvenile Probation.	Regular	06/30/05
4034-04/05	Public Utilities Commission (Water)	$405,000	Will provide expert technical advisory and independent review services for the San Francisco Clean Water Master Plan (CWMP). Seek to retain the services of consultants who are members of the Technical Advisory Committee (TAC).	Regular	08/31/07

Speakers: Michael Chinn, Municipal Transportation Agency spoke on PSC #4031-04/05.
Sheila Arcelona, Juvenile Probation Department spoke on PSC #4033-04/05.
James Howells, Public Utilities Commission spoke on PSC #4034-04/05.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0650-04-4 **Backdate civil service citywide seniority dates for Class 2587 Health Worker III staff employed at the San Francisco Behavioral Health Center (formerly Mental Health Rehabilitation Facility), specifically: (Item No. 7)**

NAME	CERTIFICATION DATE – CLASS 2586	CERTIFICATION DATE – CLASS 2587
Joy Chin-Malloy	November 14, 1996	September 13, 2002
Josephine Hawkins	October 1, 2001	February 10, 2003
Stefano Hillman	November 14, 1996	September 13, 2002
Riley Hunter	October 1, 2001	September 13, 2002
Latanya Hurst	February 11, 2002	February 10, 2003
Thomas Ichite	March 9, 1998	February 10, 2003
Kunnarith Ky	October 1, 2001	February 10, 2003
Peter Straus	November 14, 1996	February 10, 2003
Connie Truong	October 1, 2001	February 10, 2003
Mario Choi	October 1, 2001	September 13, 2002
Maggie Thai	October 1, 2001	September 13, 2002

September 20, 2004: Postpone to the meeting of October 4, 2004 at the request of staff.

Speakers:
Bob Thomas, Department of Public Health
Stefano Hillman, Appellant
Ed Kinchley, SEIU Local 790

Action: Backdate civil service citywide seniority date for the employees listed above from a certification date of February 10, 2003 to September 13, 2002. (Vote of 4 to 0)

0309-04-6 **Appeal by Dr. Roop Jindal of the Human Resources Director's decision in his complaint of discrimination. (Item No. 8)**

September 20, 2004: Postpone to the meeting of October 4, 2004 at the request of Dr. Roop Jindal.

Speakers:
Silvia Castellanos, Department of Human Resources
Julie Dawson, Department of Parking & Traffic
Dr. Roop Jindal, Appellant
Vijay K. Gupta spoke in support of Dr. Jindal
Vitus Leung, IFPTE Local 21

Action: Adopt the staff report. Sustain the decision of the Human Resources Director; deny the appeal by Dr. Jindal. (Vote of 4 to 0) The Commission directed the Executive Officer to calendar an inquiry into the hiring practices in regards to merit system issues.

0703-04-8 Review of request for approval of proposed personal services contract. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4035-04/05	Elections	$100,000	Will utilize print, radio, television, and video messages to specifically inform and educate San Francisco's voters protected under the Voting Rights Act about ranked-choice voting in preparation for the November 2004 election.	Regular	12/31/04

Speakers: John Arntz, Department of Elections
David Coleman, IFPTE Local 21

Action: Adopt the Human Resources Director's report on the condition that the Department of Elections engages in dialogue with Local 21 to determine if the work of the Public Information Officer can be performed in-house following the November 2, 2004 election. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:33 p.m.

Adjourned in memory of former Civil Service Commissioner George N. Kosturos who passed away on October 2, 2004. Commissioner Kosturos was appointed by Mayor Frank Jordan and served from July 1993 to February 2000.

The Executive Officer is directed to send a communication to Commissioner Kosturos' family with condolences from the Civil Service Commission.

LI

AL

D

MOR

EXI

VAN

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting – Open Session

DOCUMENTS DEPT.
OCT 25 2004
SAN FRANCISCO
PUBLIC LIBRARY

Friday, October 15, 2004
8:30 a.m.

5
15/04
ecial

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. The Special Meeting was called to order at 8:47 a.m.

Present:	President Linda Richardson Commissioner Alicia D. Becerril (Left at 9:30 a.m.) Commissioner Donald A. Casper (Arrived at 8:51 a.m.) Commissioner Morgan R. Gorrono
Not Present:	Vice President Thomas T. Ng

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

Richard Rothman, SEIU – Local 790 Civil Service Committee
- He spoke of his experience with the merit system and he has been on three (3) eligible lists where departments were allowed to hire outside the list; he thinks that this practice has to be stopped;
- Review use of Provisional Appointments; need to stop abuse of system; use of Rule of the List to make them permanent – system needs to be changed
- SEIU looking at alternatives that is fair to City departments and workers – alternatives will be presented later this year.

III. Civil Service Commission Strategic Planning Retreat.

MERIT SYSTEM DIRECTION (DISCUSSION AND POSSIBLE ACTION)
- ➢ Budgetary Impact of Civil Service Commission Mission
- ➢ Rules and Policy
- ➢ Goals and Objectives for Fiscal Year 2004 – 2005
- ➢ The next steps

Speakers: Joselito Laudencia, IFPTE – Local 21 commented on the idea discussed about the use of representation/advocates before the Commission;
- Suggested a review of the Special Conditions in Exceptions to the Order of Layoff appeal process and an audit program like the Controller's investigative audit; whistleblower program; resources to be able to get analysis of the Exception to the Order of Layoff and Special Conditions; how to put Special Conditions on positions represented by Local 21; once special conditions are in place, it is very difficult to change and there is no way to challenge once Special Conditions are placed.

Shauna Rose, Department of Human Resources provided information on costs of broadcasting meetings on SFGOVTV.

Action: The Commission provided direction to its staff after discussion of the above items.

IV. Adjournment

11:26 a.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AGENDA

DOCUMENTS DEPT.

OCT 14 2004

SAN FRANCISCO
PUBLIC LIBRARY

10-14-04 A10:58 RCVD

5

18/04

Regular Meeting
of
October 18, 2004

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

SPECIAL ORDER OF BUSINESS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force,
1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax:
(415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 18, 2004
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of October 4, 2004

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

SPECIAL ORDER OF BUSINESS

(5) Thirty Day Progress Report: Inspection Service on request for information on hiring and selection records – Assessor's Office. (File No. 0645-04-11) – Discussion and Possible Action Item

September 20, 2004: The Civil Service Commission acted to commence under its authority specified in Charter Section 10.101, Paragraphs 3 and 5 an investigation and inquiry into all hiring, promotions and separations as well as into all changes to, amendments of or creation of class specifications for positions in the office of the Assessor/Recorder.

1. The Commission directed the Executive Officer to request records for all new hires, promotions, separations and amendments to newly created classifications from the Assessor's Office and the Department of Human Resources since the Assessor took office.
2. Should the Civil Service Commission reasonably believe that not all such documentation has been provided, the Civil Service Commission will at that time consider the issuance of subpoenas for the production of such documentation.
3. Further, should the Civil Service Commission upon review of such documentation determine that the investigation and inquiry requires the testimony of the Assessor/Recorder or employees present or former of the Assessor/Recorder's office or employees present or former of the Department of Human Resources, the Commission will request them to appear and testify before it under oath pursuant to Section 31110.2 of the Government Code. Should any such individual refuse a request to appear to testify under oath, the Civil Service Commission will at that time consider the issuance of a subpoena to such person or persons.

The Commission directed the Executive Officer that the investigation and inquiry is to be concluded in sixty (60) days and to calendar a Special Meeting in sixty (60) days and a progress report in thirty (30) days regarding the inspection service. (Vote of 4 to 0)

Recommendation: Open for discussion.

(6) Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (File No. 0497-04-1) – Action Item

Department of Administrative Services
Adult Probation Department
Airport Commission
Asian Art Museum
Assessment Appeals Board
Board of Supervisors, Clerk of the Board of Supervisors
Board of Supervisors, Sunshine Ordinance Task Force
Department of Building Inspection
Office of the City Attorney
Citizen's General Obligation Bond Oversight Committee
Civil Service Commission
Office of the Controller
Office of the District Attorney
Entertainment Commission
Department of the Environment
Fine Arts Museum
San Francisco Fire Department
Health Commission and Department of Public Health
Department of Human Resources
Juvenile Probation Commission
City Administrator
Arts Commission
Department of Child Support Services
Department of Public Works
Aging & Adult Services Commission & the Department of Aging & Adult Services
Southeast Community Facility Commission
Human Rights Commission
Immigrant Rights Commission
Law Library
Public Library
Office of the Mayor
Municipal Transportation Agency
Police Department
Port of San Francisco
Private Industry Council of San Francisco, Inc.
Public Defender
Public Utilities Commission
Recreation and Parks Department
Residential Rent Stabilization and Arbitration Board
Retirement System
Commission and Department on the Status of Women
Taxi Commission
Telecommunications and Information Services
Tax Collector
Treasurer
Youth Commission
Office of Economic & Workforce Development
Office of Citizen Complaints
Juvenile Probation Department
Fire Commission
Human Services Agency & the Department of Human Services

August 16, 2004:	Continue to the meeting of September 7, 2004.
September 7, 2004:	Separate in-house and outside activities; Continue to the meeting of September 20, 2004.
September 20, 2004:	Continue to the meeting of October 4, 2004.
October 4, 2004:	Submit preliminary comments and approve complete comments at the meeting of October 18, 2004.
Recommendation:	Review; Forward comment to Ethics Commission.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Review of request for approval of proposed personal services contracts. (File No. 0772-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2009-04/05	Parking & Traffic Commission	$9,000,000	Will design, construct, and administrate an automated red light photo enforcement system at various intersections to capture red light running violators. Contractor will testify as the expert in this technology in Court.	Continuing	07/15/10
4037-04/05	Treasurer-Tax Collector	20% commission fee of net collection	Will perform supplemental collection services on delinquent accounts referred by various City departments; credit reporting, skip-tracing, notice issuance and negotiation of payment or plans. Contractor receives maximum of 20% of collected funds.	Regular	06/30/09
4036-04/05	Municipal Transportation Agency	Increase Amount $50,000 New Amount $107,000	Will provide a stationary facility to collect pre-employment, post-accident, return-to-duty, and after hours breath and urine samples for Muni employees and contractors in compliance with DOT/FTA Drug and Alcohol Testing Regulations.	Regular	06/30/06

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) **Appeal by Deborah Wright of the Human Resources Director's finding of insufficient evidence to sustain the charges of retaliation or discrimination. (File No. 0100-04-6) – Action Item**

September 20, 2004:	Postpone to the meeting of December 6, 2004 at the request of Jerry Cimmet, Attorney.
Recommendation:	Postpone to the meeting of December 6, 2004 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) **Request to lift ban on the future employment of Edward Morrell. (File No. 0773-04-7) – Action Item**

Recommendation: Adopt the staff report. Approve removal of employment restriction banning Edward Morrell from working in the Department of Public Health.

(10) **Report on Charter Exempt positions under Charter Section 10.104-1 through 10.104-12. (File No. 0774-04-1) – Action Item**

Recommendation: Accept and file report.

(11) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(12) **COMMISSIONERS ANNOUNCEMENTS/REQUESTS**

(13) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AGENDA

AMENDED

65
4
0/18/04
mended

DOCUMENTS DEPT.
OCT 18 2004
SAN FRANCISCO
PUBLIC LIBRARY
10-18-04A10:47 RCVD

Regular Meeting
of
October 18, 2004

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

SPECIAL ORDER OF BUSINESS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force,
1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax:
(415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 18, 2004
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of October 4, 2004

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

SPECIAL ORDER OF BUSINESS

(5) Thirty Day Progress Report: Inspection Service on request for information on hiring and selection records – Assessor's Office. (File No. 0645-04-11) – Discussion and Possible Action Item

September 20, 2004: The Civil Service Commission acted to commence under its authority specified in Charter Section 10.101, Paragraphs 3 and 5 an investigation and inquiry into all hiring, promotions and separations as well as into all changes to, amendments of or creation of class specifications for positions in the office of the Assessor/Recorder.

1. The Commission directed the Executive Officer to request records for all new hires, promotions, separations and amendments to newly created classifications from the Assessor's Office and the Department of Human Resources since the Assessor took office.
2. Should the Civil Service Commission reasonably believe that not all such documentation has been provided, the Civil Service Commission will at that time consider the issuance of subpoenas for the production of such documentation.
3. Further, should the Civil Service Commission upon review of such documentation determine that the investigation and inquiry requires the testimony of the Assessor/Recorder or employees present or former of the Assessor/Recorder's office or employees present or former of the Department of Human Resources, the Commission will request them to appear and testify before it under oath pursuant to Section 31110.2 of the Government Code. Should any such individual refuse a request to appear to testify under oath, the Civil Service Commission will at that time consider the issuance of a subpoena to such person or persons.

(15) The Commission directed the Executive Officer that the investigation and inquiry is to be concluded in sixty (60) days and to calendar a Special Meeting in sixty (60) days and a progress report in thirty (30) days regarding the inspection service. (Vote of 4 to 0)

Recommendation: Open for discussion.

(6) Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (File No. 0497-04-1) – Action Item

Department of Administrative Services
Adult Probation Department
Airport Commission
Asian Art Museum
Assessment Appeals Board
Board of Supervisors, Clerk of the Board of Supervisors
Board of Supervisors, Sunshine Ordinance Task Force
Department of Building Inspection
Office of the City Attorney
Citizen's General Obligation Bond Oversight Committee
Civil Service Commission
Office of the Controller
Office of the District Attorney
Entertainment Commission
Department of the Environment
Fine Arts Museum
San Francisco Fire Department
Health Commission and Department of Public Health
Department of Human Resources
Juvenile Probation Commission
City Administrator
Arts Commission
Department of Child Support Services
Department of Public Works
Aging & Adult Services Commission & the Department of Aging & Adult Services
Southeast Community Facility Commission
Human Rights Commission
Immigrant Rights Commission
Law Library
Public Library
Office of the Mayor
Municipal Transportation Agency
Police Department
Port of San Francisco
Private Industry Council of San Francisco, Inc.
Public Defender
Public Utilities Commission
Recreation and Parks Department
Residential Rent Stabilization and Arbitration Board
Retirement System
Commission and Department on the Status of Women
Taxi Commission
Telecommunications and Information Services
Tax Collector
Treasurer
Youth Commission
Office of Economic & Workforce Development
Office of Citizen Complaints
Juvenile Probation Department
Fire Commission
Human Services Agency & the Department of Human Services

August 16, 2004:	Continue to the meeting of September 7, 2004.
September 7, 2004:	Separate in-house and outside activities; Continue to the meeting of September 20, 2004.
September 20, 2004:	Continue to the meeting of October 4, 2004.
October 4, 2004:	Submit preliminary comments and approve complete comments at the meeting of October 18, 2004.
Recommendation:	Review; Forward comment to Ethics Commission.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Review of request for approval of proposed personal services contracts. (File No. 0772-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2009-04/05	Parking & Traffic Commission	$9,000,000	Will design, construct, and administrate an automated red light photo enforcement system at various intersections to capture red light running violators. Contractor will testify as the expert in this technology in Court.	Continuing	07/15/10
4037-04/05	Treasurer-Tax Collector	20% commission fee of net collection	Will perform supplemental collection services on delinquent accounts referred by various City departments; credit reporting, skip-tracing, notice issuance and negotiation of payment or plans. Contractor receives maximum of 20% of collected funds.	Regular	06/30/09
4036-04/05	Municipal Transportation Agency	Increase Amount $50,000 New Amount $107,000	Will provide a stationary facility to collect pre-employment, post-accident, return-to-duty, and after hours breath and urine samples for Muni employees and contractors in compliance with DOT/FTA Drug and Alcohol Testing Regulations.	Regular	06/30/06

Recommendation of the Human Resources Director:	Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Appeal by Deborah Wright of the Human Resources Director's finding of insufficient evidence to sustain the charges of retaliation or discrimination. (File No. 0100-04-6) – Action Item

September 20, 2004:	Postpone to the meeting of December 6, 2004 at the request of Jerry Cimmet, Attorney.
Recommendation:	Postpone to the meeting of December 6, 2004 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Request to lift ban on the future employment of Edward Morrell. (File No. 0773-04-7) – Action Item

Recommendation:	Adopt the staff report. Approve removal of employment restriction banning Edward Morrell from working in the Department of Public Health.

(10) Report on Charter Exempt positions under Charter Section 10.104-1 through 10.104-12. (File No. 0774-04-1) – Action Item

Recommendation:	Accept and file report.

(11) Rule amendments to Civil Service Commission Rules Applicable to the San Francisco Police Department, specifically, Rule 213 – Certification of Eligibles – Police Department. (File No. 0549-04-5) Discussion and Possible Action Item

December 1, 2003:	Discussion continued to the meeting of December 15, 2003.
December 15, 2003:	Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.

January 20, 2004:	Continue discussions. Schedule a Special Meeting when the independent expert is available.
March 1, 2004:	Continue with discussions. Schedule a Special Meeting within the next two weeks with a full Commission and only this item on the agenda.
March 22, 2004:	Adjourned due to lack of quorum caused by building evacuation, to the Regular Meeting of April 5, 2004.
April 5, 2004:	

RESUMPTION OF ADJOURNED SPECIAL MEETING OF MARCH 22, 2004

Speakers:	Denise Cannonier-Craig, Department of Human Resources Acting Chief Heather Fong, San Francisco Police Department Dan Leydon, Police Officers Association Mark Osuna, San Francisco Police Department Jason Fox, San Francisco Police Department Terri Brady, San Francisco Police Department

Vote on whether to hold closed session to confer with the designated labor negotiator, San Francisco Administrative Code 67.10 (e) – ACTION ITEM

Action:	The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed session started at 3:50 p.m. in City Hall, Room 400 and the following were present:

President Morgan R. Gorrono, Civil Service Commission
Vice President Linda Richardson, Civil Service Commission (Arrived at 3:59 p.m.)
Alicia D. Becerril, Commissioner (Departed at 4:50 p.m.)
Donald A. Casper, Commissioner
Thomas Ng, Commissioner
Kate Favetti, Executive Officer Civil Service Commission
Anita Sanchez, Assistant Executive Officer Civil Service Commission
Gloria Sheppard, Civil Service Commission
Paul Zarefsky, Deputy City Attorney
Denise Cannonier-Craig, Assistant Deputy Director, Department of Human Resources

Closed session ended at 4:55 p.m.

Reconvened in open session at 4:56 p.m.

Vote to elect whether to disclose any or all discussions held in Closed Session. (San Francisco Administrative Code Section 67.12(a)

Action: The Commission voted to disclose the actions taken in Closed Session. (Vote of 4 to 0)

Disclosure of action in closed session:

At the direction of President Morgan R. Gorrono the Executive Officer, Civil Service Commission reported the actions taken in closed session as follows:

(1) Sever Draft Proposed Amendments to Rule 203 – Equal Employment Opportunity Policy; Include with Draft Proposed Amendments to Rules 103, 303 and 403 and calendar for the meeting of April 19, 2004. (Vote of 4 to 0)

(2) Draft proposed amendments to Rule 211.2 – Frequency of Promotional Examinations

Remove proposed language: "However, if a test is due and there is no funding or no vacancy or anticipated vacancy in a rank, the Human Resources Director may postpone the administration of an examination in said class until such time as a vacancy or funding is anticipated." (Vote of 4 to 0) Return to original language.

(3) Draft proposed amendments to Rule 212.7 – Cancellation of Eligibility

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

(4) Draft proposed amendments to Rule 212.8 – Merging of Eligible Lists

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

(5) Draft proposed amendments to Rule 212.4 – Duration of Eligibility on Continuous Lists and Rule 212.5 – Duration of Discrete Eligible Lists and Eligibility

Maintain duration of eligible lists to 48 months maximum. (Vote of 4 to 0)

(6) Draft proposed amendment to Rule 213.6 – Certification of Promotive Eligible Lists (Note: Commissioner Linda Richardson arrived at 3:59 p.m.)

Remove draft proposed amendments applying the Statistically Valid Grouping for certification of promotive eligible lists;

Proposed amendment – "Rule of Five (5) Scores" for promotive eligible lists; (Vote of 3 to 2; Commissioners Becerril and Richardson dissent.)

Note: Commissioner Becerril departed at 4:50 p.m.

(7) Maintain draft proposed amendments to Rule 213 - Certification of Eligibles on Secondary Criteria (Vote of 4 to 0)

(8) Continue to meeting of April 19, 2004 for public comment and recommendation to post for meet and confer. (Vote of 4 to 0)

April 19, 2004:

The Commission voted to disclose the actions taken in Closed Session. (Vote of 5 to 0)

At the direction of President Morgan R. Gorrono the Executive Officer, Civil Service Commission reported the actions taken in closed session as follows:

(1) Post for meet and confer proposed amendments to Rules 209, 210, 211, and 212. (Vote of 5-0)

(2) Post for meet and confer proposed amendments to Rule 213 with Rule of Five (5) Scores for promotive eligible list and delete Statistically Valid Grouping. (Vote of 3-2; Commissioners Becerril and Richardson dissent)

August 16, 2004: Direct the Executive Officer to place the posted Rule Amendments on the September 7, 2004 Agenda for final action.

September 7, 2004: Adopt amendments to Civil Service Commission Rules Applicable to the San Francisco Police Department, specifically, Rule 209 – Position Classification and Related Rules; Rule 210 – Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 – Eligible Lists – Police Department. (Vote of 4 to 0)

Postpone Civil Service Commission Rule 213 - Certification of Eligibles – Police Department to the meeting of September 20, 2004 to adopt or repost if substantive amendments are made. (Vote of 4 to 0)

September 20, 2004:

The Commission conducted entire item in Open Session.

Amended posted Rule 213 to read: "For each referral, the Certification Rule shall be the Rule of Five. However, for each referral, if there is adverse impact under Title VII of the Civil Rights Act of 1964 resulting from the Rule of Five, then a broader certification rule shall be used but only after the proposed broader rule is presented to the Civil Service Commission for approval – the broader certification rule may not be used until the Human Resources Director is instructed by the Civil Service Commission to do so. The Commission may use its own rule, and is not bound to use the rule that is proposed"; Repost for meet and confer. (Vote of 3 to 1; Commissioner Linda Richardson dissents)

Recommendation: Adopt.

(12) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(13) COMMISSIONERS ANNOUNCEMENTS/REQUESTS

(14) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
65
5
/18/04

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

DOCUMENTS DEPT.
OCT 25 2004
SAN FRANCISCO
PUBLIC LIBRARY

Regular Meeting
October 18, 2004

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:09 p.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Not Present
Commissioner Alicia D. Becerril	Present (Left at 4:33p.m.)
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Fay Roe, SEIU Local 790 stated she is available for information or questions regarding Item #5 – Thirty Day Progress Report: Inspection Service on Request for Information on Hiring and Selection Records – Assessor's Office.

APPROVAL OF MINUTES

Regular Meeting of October 4, 2004

Action: Approve. (Vote of 4 to 0)

ANNOUNCEMENTS

President Linda Richardson welcomed Philip Ginsburg, the newly appointed Human Resources Director.

5 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

SPECIAL ORDER OF BUSINESS

0645-04-11 Thirty Day Progress Report: Inspection Service Request for Information: Hiring and Selection Records – Office of the Assessor-Recorder. (Item No. 5)

September 20, 2004: The Civil Service Commission acted to commence under its authority specified in Charter Section 10.101, Paragraphs 3 and 5 an investigation and inquiry into all hiring, promotions and separations as well as into all changes to, amendments of or creation of class specifications for positions in the office of the Assessor/Recorder.

1. The Commission directed the Executive Officer to request records for all new hires, promotions, separations and amendments to newly created classifications from the Assessor's Office and the Department of Human Resources since the Assessor took office.
2. Should the Civil Service Commission reasonably believe that not all such documentation has been provided, the Civil Service Commission will at that time consider the issuance of subpoenas for the production of such documentation.
3. Further, should the Civil Service Commission upon review of such documentation determine that the investigation and inquiry requires the testimony of the Assessor/Recorder or employees present or former of the Assessor/Recorder's office or employees present or former of the Department of Human Resources, the Commission will request them to appear and testify before it under oath pursuant to Section 31110.2 of the Government Code. Should any such individual refuse a request to appear to testify under oath, the Civil Service Commission will at that time consider the issuance of a subpoena to such person or persons.

The Commission directed the Executive Officer that the investigation and inquiry is to be concluded in sixty (60) days and to calendar a Special Meeting in sixty (60) days and a progress report in thirty (30) days regarding the inspection service. (Vote of 4 to 0)

Disclosure: Commissioner Alicia Becerril disclosed that she served with Mabel Teng on the Board of Supervisors in 1998 and that Mabel Teng also supported her in her run for office. Commissioner Becerril indicated she can deliberate this matter in a fair and objective manner. After consultation with the Office of the City Attorney, there is no basis for recusal.

Speakers:

Joselito Laudencia, IFPTE Local 21 stated that 19 employees were laid off and none worked on Mabel Teng's campaign. Nineteen new employees were hired and IFPTE Local 21 supports this investigation.
Lenida Reyes, former employee of the Office of the Assessor-Recorder submitted documentation in regards to her lay-off and thanked the Commission for the full investigation.
Faye Roe, SEIU Local 790 expressed her concerns about information on lay-offs.
Marsha Stroope, Department of Human Resources spoke in response to the amount of information received from the Department of Human Resources.
Donna Kotake, Deputy Assessor stated that the Office of the Assessor-Recorder has submitted approximately 70% of the information requested by the Commission.

Action:

1. The Commission voted to extend completion of its inquiry an additional 30 days. (Vote of 4 to 0)

2. The Commission voted to redact all names in the separations and terminations portion of the report for public viewing. (Vote of 4 to 0)

3. The Commission voted to invoke Charter Section 16.114 in addition to the Commission's authority specified in Charter Section 10.101, Paragraph 3 and 5 to conduct an investigation. (Vote of 4 to 0)

4. The deadline for submission of materials from the Office of the Assessor-Recorder and the Department of Human Resources is November 1, 2004 for the Special Meeting of November 12, 2004 at 9:00 a.m. in Room 408, City Hall. (Vote of 4 to 0)

0497-04-1 Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (Item No. 6)

Department of Administrative Services
Adult Probation Department
Airport Commission
Asian Art Museum
Assessment Appeals Board
Board of Supervisors, Clerk of the Board of Supervisors
Board of Supervisors, Sunshine Ordinance Task Force
Department of Building Inspection
Office of the City Attorney
Citizen's General Obligation Bond Oversight Committee
Civil Service Commission
Office of the Controller
Office of the District Attorney
Entertainment Commission
Department of the Environment
Fine Arts Museum
San Francisco Fire Department
Health Commission and Department of Public Health
Department of Human Resources
Juvenile Probation Commission
City Administrator
Arts Commission
Department of Child Support Services
Department of Public Works
Aging & Adult Services Commission & the Department of Aging & Adult Services
Southeast Community Facility Commission
Human Rights Commission
Immigrant Rights Commission
Law Library
Public Library
Office of the Mayor
Municipal Transportation Agency
Police Department
Port of San Francisco
Private Industry Council of San Francisco, Inc.
Public Defender

Public Utilities Commission
Recreation and Parks Department
Residential Rent Stabilization and Arbitration Board
Retirement System
Commission and Department on the Status of Women
Taxi Commission
Telecommunications and Information Services
Tax Collector
Treasurer
Youth Commission
Office of Economic & Workforce Development
Office of Citizen Complaints
Juvenile Probation Department
Fire Commission
Human Services Agency & the Department of Human Services

August 16, 2004: Continue to the meeting of September 7, 2004.

September 7, 2004: Separate in-house and outside activities; Continue to the meeting of September 20, 2004.

September 20, 2004: Continue to the meeting of October 4, 2004.

October 4, 2004: Submit preliminary comments and approve complete comments at the meeting of October 18, 2004.

Speakers: Nilka Julio, IFPTE Local 21 stated that the Statements of Incompatible Activities should concentrate on outside activities and not work related issues.

Action: Continue to the meeting of November 1, 2004. (Vote of 4 to 0)

0772-04-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2009-04/05	Parking & Traffic Commission	$9,000,000	Will design, construct, and administrate an automated red light photo enforcement system at various intersections to capture red light running violators. Contractor will testify as the expert in this technology in Court.	Continuing	07/15/10
4037-04/05	Treasurer-Tax Collector	20% commission fee of net collection	Will perform supplemental collection services on delinquent accounts referred by various City departments; credit reporting, skip-tracing, notice issuance and negotiation of payment or plans. Contractor receives maximum of 20% of collected funds.	Regular	06/30/09
4036-04/05	Municipal Transportation Agency	Increase Amount $50,000 New Amount $107,000	Will provide a stationary facility to collect pre-employment, post-accident, return-to-duty, and after hours breath and urine samples for Muni employees and contractors in compliance with DOT/FTA Drug and Alcohol Testing Regulations.	Regular	06/30/06

Speakers: Dan Provence, Department of Parking & Traffic spoke on PSC #2009-04/05.

Action: Adopt the Human Resources Director's report on PSC #2009-04/05. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 1; Commissioner Gorrono dissents.)

Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

Note: Commissioner Alicia Becerril departed at 4:33 p.m.

0100-04-6 Appeal by Deborah Wright of the Human Resources Director's finding of insufficient evidence to sustain the charges of retaliation or discrimination. (Item No. 8)

September 20, 2004: Postpone to the meeting of December 6, 2004 at the request of Jerry Cimmet, Attorney.

Speakers: None.

Action: Postpone to the meeting of December 6, 2004 at the request of Jerry Cimmet, Attorney and the Department of Human Resources. (Vote of 3 to 0)

0773-04-7 Request to lift ban on the future employment of Edward Morrell. (Item No. 9)

Speakers: Don Wiedner, Department of Public Health

Action: Postpone to the meeting of November 1, 2004. (Vote of 3 to 0)

0774-04-1 Report on Charter Exempt positions under Charter Section 10.104-1 through 10.104-12. (Item No. 10)

Speakers: Denise Cannonier-Craig, Department of Human Resources

Action: Accept and file report. Approve the following exempt positions: Deputy Director III (Job Code 0953) Recreation & Parks; Department Head I (Job Code 0961); Deputy Director I (Job Code 0951), and; Executive Secretary I (Job Code 1450) Commission on Children & Families. (Vote of 3 to 0)

0549-04-5 Rule amendments to Civil Service Commission Rules Applicable to the San Francisco Police Department, specifically, Rule 213 – Certification of Eligibles – Police Department. (Item No. 11)

December 1, 2003: Discussion continued to the meeting of December 15, 2003.

December 15, 2003: Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.

January 20, 2004: Continue discussions. Schedule a Special Meeting when the independent expert is available.

March 1, 2004: Continue with discussions. Schedule a Special Meeting within the next two weeks with a full Commission and only this item on the agenda.

March 22, 2004: Adjourned due to lack of quorum caused by building evacuation, to the Regular Meeting of April 5, 2004.

April 5, 2004:

RESUMPTION OF ADJOURNED SPECIAL MEETING OF MARCH 22, 2004

Speakers:
Denise Cannonier-Craig, Department of Human Resources
Acting Chief Heather Fong, San Francisco Police Department
Dan Leydon, Police Officers Association
Mark Osuna, San Francisco Police Department
Jason Fox, San Francisco Police Department
Terri Brady, San Francisco Police Department

Terri Brady, San Francisco Police Department

Vote on whether to hold closed session to confer with the designated labor negotiator, San Francisco Administrative Code 67.10 (e) – ACTION ITEM

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed session started at 3:50 p.m. in City Hall, Room 400 and the following were present:

President Morgan R. Gorrono, Civil Service Commission
Vice President Linda Richardson, Civil Service Commission (Arrived at 3:59 p.m.)
Alicia D. Becerril, Commissioner (Departed at 4:50 p.m.)
Donald A. Casper, Commissioner
Thomas Ng, Commissioner
Kate Favetti, Executive Officer Civil Service Commission
Anita Sanchez, Assistant Executive Officer Civil Service Commission
Gloria Sheppard, Civil Service Commission
Paul Zarefsky, Deputy City Attorney
Denise Cannonier-Craig, Assistant Deputy Director, Department of Human Resources

Closed session ended at 4:55 p.m.

Reconvened in open session at 4:56 p.m.

Vote to elect whether to disclose any or all discussions held in Closed Session. (San Francisco Administrative Code Section 67.12(a)

Action: The Commission voted to disclose the actions taken in Closed Session. (Vote of 4 to 0)

Disclosure of action in closed session:

At the direction of President Morgan R. Gorrono the Executive Officer, Civil Service Commission reported the actions taken in closed session as follows:

(1) Sever Draft Proposed Amendments to Rule 203 – Equal Employment Opportunity Policy; Include with Draft Proposed Amendments to Rules 103, 303 and 403 and calendar for the meeting of April 19, 2004. (Vote of 4 to 0)

(2) Draft proposed amendments to Rule 211.2 – Frequency of Promotional Examinations

Remove proposed language: "However, if a test is due and there is no funding or no vacancy or anticipated vacancy in a rank, the Human Resources Director may postpone the administration of an examination in said class until such time as a vacancy or funding is anticipated." (Vote of 4 to 0)

Return to original language.

(3) Draft proposed amendments to Rule 212.7 – Cancellation of Eligibility

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

(4) Draft proposed amendments to Rule 212.8 – Merging of Eligible Lists

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

(5) Draft proposed amendments to Rule 212.4 – Duration of Eligibility on Continuous Lists and Rule 212.5 – Duration of Discrete Eligible Lists and Eligibility

Maintain duration of eligible lists to 48 months maximum. (Vote of 4 to 0)

(6) Draft proposed amendment to Rule 213.6 – Certification of Promotive Eligible Lists (Note: Commissioner Linda Richardson arrived at 3:59 p.m.)

Remove draft proposed amendments applying the Statistically Valid Grouping for certification of promotive eligible lists;

Proposed amendment – “Rule of Five (5) Scores” for promotive eligible lists; (Vote of 3 to 2; Commissioners Becerril and Richardson dissent.)

Note: Commissioner Becerril departed at 4:50 p.m.

(7) Maintain draft proposed amendments to Rule 213 - Certification of Eligibles on Secondary Criteria (Vote of 4 to 0)

(8) Continue to meeting of April 19, 2004 for public comment and recommendation to post for meet and confer. (Vote of 4 to 0)

April 19, 2004:

The Commission voted to disclose the actions taken in Closed Session. (Vote of 5 to 0)

At the direction of President Morgan R. Gorrono the Executive Officer, Civil Service Commission reported the actions taken in closed session as follows:

(1) Post for meet and confer proposed amendments to Rules 209, 210, 211, and 212. (Vote of 5-0)

(2) Post for meet and confer proposed amendments to Rule 213 with Rule of Five (5) Scores for promotive eligible list and delete Statistically Valid Grouping. (Vote of 3-2; Commissioners Becerril and Richardson dissent)

August 16, 2004: Direct the Executive Officer to place the posted Rule Amendments on the September 7, 2004 Agenda for final action.

September 7, 2004: Adopt amendments to Civil Service Commission Rules Applicable to the San Francisco Police Department, specifically, Rule 209 – Position Classification and Related Rules; Rule 210 – Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 – Eligible Lists – Police Department. (Vote of 4 to 0)

Postpone Civil Service Commission Rule 213 - Certification of Eligibles – Police Department to the meeting of September 20, 2004 to adopt or repost if substantive amendments are made. (Vote of 4 to 0)

September 20, 2004:

The Commission conducted entire item in Open Session.

Amended posted Rule 213 to read: "For each referral, the Certification Rule shall be the Rule of Five Scores. However, for each referral, if there is adverse impact under Title VII of the Civil Rights Act of 1964 resulting from the Rule of Five Scores, then a broader certification rule shall be used but only after the proposed broader rule is presented to the Civil Service Commission for approval – the broader certification rule may not be used until the Human Resources Director is instructed by the Civil Service Commission to do so. The Commission may use its own rule, and is not bound to use the rule that is proposed"; Repost for meet and confer. (Vote of 3 to 1; Commissioner Linda Richardson dissents)

Speakers: None.

Action: Clarification: "Rule of Five" is amended to read "Rule of Five Scores."

Adopt. (Vote of 2 to 1; Commissioner Richardson dissents.)
Postpone to the meeting of November 1, 2004. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS ANNOUNCEMENTS/REQUESTS

Commissioner Morgan Gorrono requested that another contact list be faxed to him.

ADJOURNMENT

5:26 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

SF
C65
#4
11/1/04
special
closed

DOCUMENTS DEPT.
OCT 28 2004
SAN FRANCISCO
PUBLIC LIBRARY
10-28-04 A10:1 RCVD

Monday, November 1, 2004

1:00 p.m.

Room 400 – City Hall
1 Dr. Carlton B. Goodlett Place

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10(d) and California Government Code Section 54956.9 – Conference with Legal Counsel – Anticipated Litigation. (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS PLAINTIFF (DISCUSSION and POSSIBLE ACTION ITEM)
Initiation of Litigation pursuant to California Government Code Section 54956.9 (c) and San Francisco Administrative Code Section 67.10 (d): One Case

IV. Reconvene in open session

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a) (ACTION ITEM)

B) Disclosure of action taken in closed session. (ACTION ITEM)

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 10/26/04

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#5
11/1/04
special
closed

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, November 01, 2004
1:00 p.m.

DOCUMENTS DEPT.
NOV - 5 2004
SAN FRANCISCO
PUBLIC LIBRARY

I. The Special Meeting was called to order at

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia Becerril (Arrived at 2:03 p.m.)
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10(d) and California Government Code Section 54956.9 – Conference with Legal Counsel – Anticipated Litigation. (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS PLAINTIFF (DISCUSSION and POSSIBLE ACTION ITEM)
Initiation of Litigation pursuant to California Government Code Section 54956.9 (c) and San Francisco Administrative Code Section 67.10 (d): One Case

Closed Session started at 1:09 p.m. in City Hall, Room 400 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Kate Favetti, Executive Officer, CSC
Yvette Gamble, Civil Service Commission
Lizzette Henríquez, Civil Service Commission
Anita Sanchez, Assistant Executive Officer, CSC
Paul Zarefsky, Deputy City Attorney

Commissioner Becerril arrived at 2:03 p.m.

Closed Session ended at 2:05 p.m.

IV. Reconvened in open session at 2:05 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 5 to 0)

V. Adjournment

2:06 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
11/1/04

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

DOCUMENTS DEPT.
OCT 28 2004
SAN FRANCISCO
PUBLIC LIBRARY
10-28-04 A1[illegible]:08 RCV

Regular Meeting
of
November 1, 2004

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

SPECIAL ORDER OF BUSINESS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force,
1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax:
(415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 1, 2004
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of October 15, 2004 – Open Session

Recommendation: Approve.

Regular Meeting of October 18, 2004

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

SPECIAL ORDER OF BUSINESS

(5) **Rule amendments to Civil Service Commission Rules Applicable to the San Francisco Police Department, specifically, Rule 213 – Certification of Eligibles – Police Department. (File No. 0549-04-5) Discussion and Possible Action Item**

December 1, 2003:	Discussion continued to the meeting of December 15, 2003.
December 15, 2003:	Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.
January 20, 2004:	Continue discussions. Schedule a Special Meeting when the independent expert is available.
March 1, 2004:	Continue with discussions. Schedule a Special Meeting within the next two weeks with a full Commission and only this item on the agenda.
March 22, 2004:	Adjourned due to lack of quorum caused by building evacuation, to the Regular Meeting of April 5, 2004.
April 5, 2004:	

RESUMPTION OF ADJOURNED SPECIAL MEETING OF MARCH 22, 2004

Speakers:	Denise Cannonier-Craig, Department of Human Resources Acting Chief Heather Fong, San Francisco Police Department Dan Leydon, Police Officers Association Mark Osuna, San Francisco Police Department Jason Fox, San Francisco Police Department Terri Brady, San Francisco Police Department

Vote on whether to hold closed session to confer with the designated labor negotiator, San Francisco Administrative Code 67.10 (e) – ACTION ITEM

Action:	The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed session started at 3:50 p.m. in City Hall, Room 400 and the following were present:

President Morgan R. Gorrono, Civil Service Commission
Vice President Linda Richardson, Civil Service Commission (Arrived at 3:59 p.m.)
Alicia D. Becerril, Commissioner (Departed at 4:50 p.m.)
Donald A. Casper, Commissioner
Thomas Ng, Commissioner
Kate Favetti, Executive Officer Civil Service Commission
Anita Sanchez, Assistant Executive Officer Civil Service Commission
Gloria Sheppard, Civil Service Commission
Paul Zarefsky, Deputy City Attorney
Denise Cannonier-Craig, Assistant Deputy Director, Department of Human Resources

Closed session ended at 4:55 p.m.

Reconvened in open session at 4:56 p.m.

Vote to elect whether to disclose any or all discussions held in Closed Session. (San Francisco Administrative Code Section 67.12(a)

Action: The Commission voted to disclose the actions taken in Closed Session. (Vote of 4 to 0)

Disclosure of action in closed session:

At the direction of President Morgan R. Gorrono the Executive Officer, Civil Service Commission reported the actions taken in closed session as follows:

(1) Sever Draft Proposed Amendments to Rule 203 – Equal Employment Opportunity Policy; Include with Draft Proposed Amendments to Rules 103, 303 and 403 and calendar for the meeting of April 19, 2004. (Vote of 4 to 0)

(2) Draft proposed amendments to Rule 211.2 – Frequency of Promotional Examinations

Remove proposed language: “However, if a test is due and there is no funding or no vacancy or anticipated vacancy in a rank, the Human Resources Director may postpone the administration of an examination in said class until such time as a vacancy or funding is anticipated.” (Vote of 4 to 0) Return to original language.

(3) Draft proposed amendments to Rule 212.7 – Cancellation of Eligibility

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

(4) Draft proposed amendments to Rule 212.8 – Merging of Eligible Lists

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

(5) Draft proposed amendments to Rule 212.4 – Duration of Eligibility on Continuous Lists and Rule 212.5 – Duration of Discrete Eligible Lists and Eligibility

Maintain duration of eligible lists to 48 months maximum. (Vote of 4 to 0)

(6) Draft proposed amendment to Rule 213.6 – Certification of Promotive Eligible Lists (Note: Commissioner Linda Richardson arrived at 3:59 p.m.)

Remove draft proposed amendments applying the Statistically Valid Grouping for certification of promotive eligible lists;

Proposed amendment – "Rule of Five (5) Scores" for promotive eligible lists; (Vote of 3 to 2; Commissioners Becerril and Richardson dissent.)

Note: Commissioner Becerril departed at 4:50 p.m.

(7) Maintain draft proposed amendments to Rule 213 - Certification of Eligibles on Secondary Criteria (Vote of 4 to 0)

(8) Continue to meeting of April 19, 2004 for public comment and recommendation to post for meet and confer.
(Vote of 4 to 0)

April 19, 2004:

The Commission voted to disclose the actions taken in Closed Session. (Vote of 5 to 0)

At the direction of President Morgan R. Gorrono the Executive Officer, Civil Service Commission reported the actions taken in closed session as follows:

(1) Post for meet and confer proposed amendments to Rules 209, 210, 211, and 212. (Vote of 5-0)

(2) Post for meet and confer proposed amendments to Rule 213 with Rule of Five (5) Scores for promotive eligible list and delete Statistically Valid Grouping. (Vote of 3-2; Commissioners Becerril and Richardson dissent)

August 16, 2004:	Direct the Executive Officer to place the posted Rule Amendments on the September 7, 2004 Agenda for final action.
September 7, 2004:	Adopt amendments to Civil Service Commission Rules Applicable to the San Francisco Police Department, specifically, Rule 209 – Position Classification and Related Rules; Rule 210 – Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 – Eligible Lists – Police Department. (Vote of 4 to 0) Postpone Civil Service Commission Rule 213 - Certification of Eligibles – Police Department to the meeting of September 20, 2004 to adopt or repost if substantive amendments are made. (Vote of 4 to 0)
September 20, 2004:	The Commission conducted entire item in Open Session. Amended posted Rule 213 to read: "For each referral, the Certification Rule shall be the Rule of Five. However, for each referral, if there is adverse impact under Title VII of the Civil Rights Act of 1964 resulting from the Rule of Five, then a broader certification rule shall be used but only after the proposed broader rule is presented to the Civil Service Commission for approval – the broader certification rule may not be used until the Human Resources Director is instructed by the Civil Service Commission to do so. The Commission may use its own rule, and is not bound to use the rule that is proposed"; Repost for meet and confer. (Vote of 3 to 1; Commissioner Linda Richardson dissents)
October 18, 2004:	Clarification: "Rule of Five" is amended to read "Rule of Five Scores." Adopt. (Vote of 2 to 1; Commissioner Richardson dissents.) Postpone to the meeting of November 1, 2004. (Vote of 3 to 0)
Recommendation:	Adopt.

(6) Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (File No. 0497-04-1) – Action Item

Department of Administrative Services
Adult Probation Department
Airport Commission
Asian Art Museum
Assessment Appeals Board
Board of Supervisors, Clerk of the Board of Supervisors
Board of Supervisors, Sunshine Ordinance Task Force
Department of Building Inspection
Office of the City Attorney
Citizen's General Obligation Bond Oversight Committee
Civil Service Commission
Office of the Controller
Office of the District Attorney
Entertainment Commission
Department of the Environment
Fine Arts Museum
San Francisco Fire Department
Health Commission and Department of Public Health
Department of Human Resources
Juvenile Probation Commission
City Administrator
Arts Commission
Department of Child Support Services
Department of Public Works
Aging & Adult Services Commission & the Department of Aging & Adult Services
Southeast Community Facility Commission
San Francisco Children and Families Commission
Human Rights Commission
Immigrant Rights Commission
Law Library
Public Library
Office of the Mayor
Municipal Transportation Agency
Police Department
Port of San Francisco
Private Industry Council of San Francisco, Inc.
Public Defender
Public Utilities Commission
Recreation and Parks Department
Residential Rent Stabilization and Arbitration Board
Retirement System
Commission and Department on the Status of Women
Taxi Commission
Telecommunications and Information Services
Tax Collector
Treasurer
Youth Commission
Office of Economic & Workforce Development
Office of Citizen Complaints
Juvenile Probation Department
Fire Commission
Human Services Agency & the Department of Human Services
Emergency Communications Department

August 16, 2004:	Continue to the meeting of September 7, 2004.
September 7, 2004:	Separate in-house and outside activities; Continue to the meeting of September 20, 2004.
September 20, 2004:	Continue to the meeting of October 4, 2004.
October 4, 2004:	Submit preliminary comments and approve complete comments at the meeting of October 18, 2004.
October 18, 2004:	Continue to the meeting of November 1, 2004.
Recommendation:	Review; Forward comment to Ethics Commission.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Review of request for approval of proposed personal services contracts. (File No. 0795-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4038-04/05	Airport Commission	$100,000	Will provide support to Airport project staff in construction management services for Terminal 2 (formerly Central Terminal): scheduling, estimating, constructability reviews, construction administration, contract closeout, systems start-up.	Regular	12/31/05
4039-04/05	Environment	$450,000	Will conduct specialized technical assistance for City departments, multi-family buildings, businesses and institutions to develop and implement customized waste reduction, reuse, recycling and composting programs to meet the City's goals.	Regular	06/30/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Proposed Civil Service Commission Meeting Schedule for Calendar Year 2005. (File No. 0796-04-1) - Action Item

Recommendation: Approve.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) **Request to lift ban on the future employment of Edward Morrell. (File No. 0773-04-7) – Action Item**

October 18, 2004: Continue to the meeting of November 1, 2004.

Recommendation: Adopt the staff report. Approve removal of employment restriction banning Edward Morrell from working in the Department of Public Health.

(10) **Appeal by Ronald Evans of the Human Resources Director's determination of insufficient evidence to sustain the charge of discrimination or retaliation. (File No. 0503-03-6) – Action Item**

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal by Ronald Evans.

(11) **Appeal by Leerma Patterson of the Human Resources Director's determination of insufficient evidence to sustain the charge of discrimination on the basis of ethnicity and gender. (File No. 0726-03-6) – Action Item**

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal by Leerma Patterson.

(12) **Appeal by Michael Walsh of the Human Resources Director's determination of insufficient evidence to sustain the charges of retaliation. (File No. 0555-04-6) – Action Item**

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal by Michael Walsh.

(13) **Appeal by Kailey Wong of the terms of the 9139 Transit Supervisor examination announcement. (File No. 0689-04-4) – Action Item**

Recommendation: Adopt the report. Sustain the decision of the Director of Transportation. Deny the appeal by Kailey Wong.

(14) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(15) COMMISSIONERS ANNOUNCEMENTS/REQUESTS

(16) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

SF
C65
#5
11/1/04

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Regular Meeting
November 1, 2004

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
NOV - 5 2004
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:14 p.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of October 15, 2004 – Open Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of October 18, 2004

Action: Approve. (Vote of 5 to 0)

ANNOUNCEMENTS

A Special Meeting will be held on Friday, November 12, 2004 at 9:00 a.m. in Room 408, City Hall to consider the Status Report on the Inspection Service Request for Information on Hiring and Selection – Office of Assessor-Recorder.

0549-04-5 **Rule amendments to Civil Service Commission Rules Applicable to the San Francisco Police Department, specifically, Rule 213 – Certification of Eligibles – Police Department. (Item No. 5)**

December 1, 2003:	Discussion continued to the meeting of December 15, 2003.
December 15, 2003:	Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.
January 20, 2004:	Continue discussions. Schedule a Special Meeting when the independent expert is available.
March 1, 2004:	Continue with discussions. Schedule a Special Meeting within the next two weeks with a full Commission and only this item on the agenda.
March 22, 2004:	Adjourned due to lack of quorum caused by building evacuation, to the Regular Meeting of April 5, 2004.
April 5, 2004:	

RESUMPTION OF ADJOURNED SPECIAL MEETING OF MARCH 22, 2004

Speakers:
Denise Cannonier-Craig, Department of Human Resources
Acting Chief Heather Fong, San Francisco Police Department
Dan Leydon, Police Officers Association
Mark Osuna, San Francisco Police Department
Jason Fox, San Francisco Police Department
Terri Brady, San Francisco Police Department

Vote on whether to hold closed session to confer with the designated labor negotiator, San Francisco Administrative Code 67.10 (e) – ACTION ITEM

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed session started at 3:50 p.m. in City Hall, Room 400 and the following were present:

President Morgan R. Gorrono, Civil Service Commission
Vice President Linda Richardson, Civil Service Commission (Arrived at 3:59 p.m.)
Alicia D. Becerril, Commissioner (Departed at 4:50 p.m.)
Donald A. Casper, Commissioner
Thomas Ng, Commissioner
Kate Favetti, Executive Officer Civil Service Commission
Anita Sanchez, Assistant Executive Officer Civil Service Commission
Gloria Sheppard, Civil Service Commission

Paul Zarefsky, Deputy City Attorney
Denise Cannonier-Craig, Assistant Deputy Director, Department of Human Resources

Closed session ended at 4:55 p.m.

Reconvened in open session at 4:56 p.m.

Vote to elect whether to disclose any or all discussions held in Closed Session. (San Francisco Administrative Code Section 67.12(a)

Action: The Commission voted to disclose the actions taken in Closed Session. (Vote of 4 to 0)

Disclosure of action in closed session:

At the direction of President Morgan R. Gorrono the Executive Officer, Civil Service Commission reported the actions taken in closed session as follows:

(1) Sever Draft Proposed Amendments to Rule 203 – Equal Employment Opportunity Policy; Include with Draft Proposed Amendments to Rules 103, 303 and 403 and calendar for the meeting of April 19, 2004. (Vote of 4 to 0)

(2) Draft proposed amendments to Rule 211.2 – Frequency of Promotional Examinations

Remove proposed language: "However, if a test is due and there is no funding or no vacancy or anticipated vacancy in a rank, the Human Resources Director may postpone the administration of an examination in said class until such time as a vacancy or funding is anticipated." (Vote of 4 to 0) Return to original language.

(3) Draft proposed amendments to Rule 212.7 – Cancellation of Eligibility

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

(4) Draft proposed amendments to Rule 212.8 – Merging of Eligible Lists

Remove proposed language: Return to original language; Apply only to entry level eligible lists (Vote of 4 to 0)

(5) Draft proposed amendments to Rule 212.4 – Duration of Eligibility on Continuous Lists and Rule 212.5 – Duration of Discrete Eligible Lists and Eligibility

Maintain duration of eligible lists to 48 months maximum. (Vote of 4 to 0)

(6) Draft proposed amendment to Rule 213.6 – Certification of Promotive Eligible Lists (Note: Commissioner Linda Richardson arrived at 3:59 p.m.)

Remove draft proposed amendments applying the Statistically Valid Grouping for certification of promotive eligible lists;

Proposed amendment – "Rule of Five (5) Scores" for promotive eligible lists; (Vote of 3 to 2; Commissioners Becerril and Richardson dissent.)

Note: Commissioner Becerril departed at 4:50 p.m.

(7) Maintain draft proposed amendments to Rule 213 - Certification of Eligibles on Secondary Criteria (Vote of 4 to 0)
(8) Continue to meeting of April 19, 2004 for public comment and recommendation to post for meet and confer. (Vote of 4 to 0)

April 19, 2004:

The Commission voted to disclose the actions taken in Closed Session. (Vote of 5 to 0)

At the direction of President Morgan R. Gorrono the Executive Officer, Civil Service Commission reported the actions taken in closed session as follows:

(1) Post for meet and confer proposed amendments to Rules 209, 210, 211, and 212. (Vote of 5-0)
(2) Post for meet and confer proposed amendments to Rule 213 with Rule of Five (5) Scores for promotive eligible list and delete Statistically Valid Grouping. (Vote of 3-2; Commissioners Becerril and Richardson dissent)

August 16, 2004: Direct the Executive Officer to place the posted Rule Amendments on the September 7, 2004 Agenda for final action.

September 7, 2004: Adopt amendments to Civil Service Commission Rules Applicable to the San Francisco Police Department, specifically, Rule 209 – Position Classification and Related Rules; Rule 210 – Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 – Eligible Lists – Police Department. (Vote of 4 to 0)

Postpone Civil Service Commission Rule 213 - Certification of Eligibles – Police Department to the meeting of September 20, 2004 to adopt or repost if substantive amendments are made. (Vote of 4 to 0)

September 20, 2004:

The Commission conducted entire item in Open Session.

Amended posted Rule 213 to read: "For each referral, the Certification Rule shall be the Rule of Five. However, for each referral, if there is adverse impact under Title VII of the Civil Rights Act of 1964 resulting from the Rule of Five, then a broader certification rule shall be used but only after the proposed broader rule is presented to the Civil Service Commission for approval – the broader certification rule may not be used until the Human Resources Director is instructed by the Civil Service Commission to do so. The Commission may use its own rule, and is not bound to use the rule that is proposed"; Repost for meet and confer. (Vote of 3 to 1; Commissioner Linda Richardson dissents)

October 18, 2004: Clarification: "Rule of Five" is amended to read "Rule of Five Scores."
Adopt. (Vote of 2 to 1; Commissioner Richardson dissents.)
Postpone to the meeting of November 1, 2004. (Vote of 3 to 0)

Speakers: Julie Gonzalez, San Francisco Police Department – Exam Unit

Action: Adopt. The Commission directed that the examination announcement for Q-60 Lieutenant be amended to reflect the amended Certification Rule for promotions and that all candidates in the applicant pool taking the examination for Q-60 Lieutenant be notified. (Vote of 4 to 1; Commissioner Richardson dissents.)

0497-04-1 **Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (Item No. 6)**

Department of Administrative Services
Adult Probation Department
Airport Commission
Asian Art Museum
Assessment Appeals Board
Board of Supervisors, Clerk of the Board of Supervisors
Board of Supervisors, Sunshine Ordinance Task Force
Department of Building Inspection
Office of the City Attorney
Citizen's General Obligation Bond Oversight Committee
Civil Service Commission
Office of the Controller
Office of the District Attorney
Entertainment Commission
Department of the Environment
Fine Arts Museum
San Francisco Fire Department
Health Commission and Department of Public Health
Department of Human Resources
Juvenile Probation Commission
Human Rights Commission
Immigrant Rights Commission
Law Library
Public Library
Office of the Mayor
Municipal Transportation Agency
Police Department
Port of San Francisco
Private Industry Council of San Francisco, Inc.
Public Defender
Public Utilities Commission
Recreation and Parks Department
Residential Rent Stabilization and Arbitration Board
Retirement System
Commission and Department on the Status of Women
Taxi Commission
Telecommunications and Information Services
Tax Collector
Treasurer
Youth Commission

City Administrator
Arts Commission
Department of Child Support Services
Department of Public Works
Aging & Adult Services Commission & the
Department of Aging & Adult Services
Southeast Community Facility Commission
San Francisco Children and Families Commission

Office of Economic & Workforce Development
Office of Citizen Complaints
Juvenile Probation Department
Fire Commission
Human Services Agency & the
Department of Human Services
Emergency Communications Department
Department of Children, Youth & their Families

August 16, 2004:	Continue to the meeting of September 7, 2004.
September 7, 2004:	Separate in-house and outside activities; Continue to the meeting of September 20, 2004.
September 20, 2004:	Continue to the meeting of October 4, 2004.
October 4, 2004:	Submit preliminary comments and approve complete comments at the meeting of October 18, 2004.
October 18, 2004:	Continue to the meeting of November 1, 2004.
Speakers:	Mabel Ng, Ethics Commission
Action:	Postpone to the meeting of November 15, 2004; Forward preliminary comments to Ethics Commission. (Vote of 5 to 0)

0795-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4038-04/05	Airport Commission	$100,000	Will provide support to Airport project staff in construction management services for Terminal 2 (formerly Central Terminal): scheduling, estimating, constructability reviews, construction administration, contract closeout, systems start-up.	Regular	12/31/05
4039-04/05	Environment	$450,000	Will conduct specialized technical assistance for City departments, multi-family buildings, businesses and institutions to develop and implement customized waste reduction, reuse, recycling and composting programs to meet the City's goals.	Regular	06/30/07

Speakers:	Gabe Karol and Ray Quesada, San Francisco International Airport spoke on PSC #4038-04/05. David Assmann, Department of the Environment spoke on PSC #4039-04/05.
Action:	Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0796-04-1 **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2005. (Item No. 8)**

Speakers: None.

Action: Postpone to the meeting of November 15, 2004. (Vote of 5 to 0)

0773-04-7 **Request to lift ban on the future employment of Edward Morrell. (Item No. 9)**

October 18, 2004: Continue to the meeting of November 1, 2004.

Speakers:
Christopher Lai, Department of Public Health – LHH
Don Wiedner, Department of Public Health
Edward Morrell, Appellant

Action: Adopt the staff report. Approve removal of employment restriction banning Edward Morrell from working in the Department of Public Health. (Vote of 5 to 0)

0503-03-6 **Appeal by Ronald Evans of the Human Resources Director's determination of insufficient evidence to sustain the charge of discrimination or retaliation. (Item No. 10)**

Speakers:
Elizabeth Jacobi, Department of Human Resources
Leutisha Stills, Department of Public Health
Ronald Evans, Appellant
Norm Nickens, Department of Public Health
John Frank, SEIU Local 790

Action: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal by Ronald Evans. (Vote of 5 to 0)

0726-03-6 **Appeal by Leerma Patterson of the Human Resources Director's determination of insufficient evidence to sustain the charge of discrimination on the basis of ethnicity and gender. (Item No. 11)**

Speakers:
Elizabeth Jacobi, Department of Human Resources
Norm Nickens, Department of Public Health
Leerma Patterson, Appellant

Action: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal by Leerma Patterson. (Vote of 5 to 0)

0555-04-6 **Appeal by Michael Walsh of the Human Resources Director's determination of insufficient evidence to sustain the charges of retaliation. (Item No. 12)**

Speakers: None.

Action: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal by Michael Walsh. (Vote of 5 to 0) Mr. Walsh failed to appear.

0689-04-4 **Appeal by Kailey Wong of the terms of the 9139 Transit Supervisor examination announcement. (Item No. 13)**

Speakers:
Regina Tharayil, Municipal Transportation Agency
Candy Heurlin, Municipal Transportation Agency
Kailey Wong, Appellant
Manjit Singh Aulakh, Supporter of Kailey Wong
Glenda Lavigne, President, TWU Local 200 spoke in support of the Municipal Transportation Agency's position on minimum qualifications for 9139 Transit Supervisor.

Action: Adopt the report. Sustain the decision of the Director of Transportation. Deny the appeal by Kailey Wong. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS ANNOUNCEMENTS/REQUESTS

Commissioner Morgan Gorrono requested that the matter of Joseph Engler be put on calendar for the meeting of November 15, 2004.

ADJOURNMENT

5:15 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
65
4
1/12/04
pecial

Agenda and Notice of Special Meeting

Friday, November 12, 2004

DOCUMENTS DEPT.

NOV 0 9 2004

SAN FRANCISCO
PUBLIC LIBRARY

→ **9:00 a.m.** ←

Room 408 – City Hall
1 Dr. Carlton B. Goodlett Place

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call

II. Public comment on all matters appearing on the Special Meting Agenda Session.

III. Status Report: Inspection Service on request for information on hiring and selection records – Assessor's Office. (File No. 0645-04-11) – DISCUSSION AND POSSIBLE ACTION ITEM

September 20, 2004

Disclosure: Vice President Thomas T. Ng disclosed that he is a friend of the Assessor and has worked on her campaign for Supervisor and Assessor.

Speakers:
Joselito Laudencia, IFPTE Local 21
Diane Cirrincione, current Assessor's Office employee
Criss Romero, IFPTE Local 21
Carmelita Harris, SEIU Local 790 Shop Steward

Action: The Civil Service Commission acted to commence under its authority specified in Charter Section 10.101, Paragraphs 3 and 5 an investigation and inquiry into all hiring, promotions and separations as well as into all changes to, amendments of or creation of class specifications for positions in the office of the Assessor/Recorder.

Posted 11/5/04

1. The Commission directed the Executive Officer to request records for all new hires, promotions, separations and amendments to newly created classifications from the Assessor's Office and the Department of Human Resources since the Assessor took office.
2. Should the Civil Service Commission reasonably believe that not all such documentation has been provided, the Civil Service Commission will at that time consider the issuance of subpoenas for the production of such documentation.
3. Further, should the Civil Service Commission upon review of such documentation determine that the investigation and inquiry requires the testimony of the Assessor/Recorder's office or employees of the Department of Human Resources, the Commission will request them to appear and testify before it under oath pursuant to Section 31110.2 of the Government Code. Should any such individual refuse a request to appear to testify under oath, the Civil Service Commission will at that time consider the issuance of a subpoena to such person or persons.
4. The Commission directed the Executive Officer that the investigation and inquiry is to be concluded in sixty (60) days and to calendar a Special Meeting in sixty (60) days and progress report in thirty (30) days regarding the inspection service. (Vote of 4 to 0)

October 18, 2004

Disclosure: Commissioner Alicia Becerril disclosed that she served with Mabel Teng on the Board of Supervisors in 1998 and that Mabel Teng also supported her in her run for office. Commissioner Becerril indicated she can deliberate this matter in a fair and objective manner. After consultation with the Office of the City Attorney, there is no basis for recusal.

Speakers: Joselito Laudencia, IFPTE Local 21 stated that 19 employees were laid off and none worked on Mabel Teng's campaign. Nineteen new employees were hired and IFPTE Local 21 supports this investigation.

Lenida Reyes, former employee of the Office of the Assessor-Recorder submitted documentation in regards to her lay-off and thanked the Commission for the full investigation.

Faye Roe, SEIU Local 790 expressed her concerns about information on lay-offs.

Marsha Stroope, Department of Human Resources spoke in response to the amount of information received from the Department of Human Resources.

Donna Kotake, Deputy Assessor stated that the Office of the Assessor-Recorder has submitted approximately 70% of the information requested by the Commission.

Action:

1. The Commission voted to extend completion of its inquiry an additional 30 days. (Vote of 4 to 0)
2. The Commission voted to redact all names in the separations and terminations portion of the report for public viewing. (Vote of 4 to 0)
3. The Commission voted to invoke Charter Section 16.114 in addition to the Commission's authority specified in Charter Section 10.101, Paragraph 3 and 5 to conduct an investigation.(Vote of 4 to 0)
4. The deadline for submission of materials from the Office of the Assessor-Recorder and the Department of Human Resources is November 1, 2004 for the Special Meeting of November 12, 2004 at 9:00 a.m. in Room 408, City Hall. (Vote of 4 to 0)

IV. Closed session pursuant to California Government Code Section 54957(b), Administrative Code Section 67.10(b) and California Constitution Article I, Section 1.

A) PERSONNEL MATTER
Employees Affected: Present and Former Employees in the Office of the Assessor/Recorder from January 8, 2003 to the Present. (DISCUSSION/POSSIBLE ACTION ITEM)

V. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (ACTION ITEM)

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting

F
65
#5
11/12/04
special

Friday, November 12, 2004
9:00 a.m.
Room 408 – City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
NOV 19 2004
SAN FRANCISCO
PUBLIC LIBRARY

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. The Special Meeting was called to order at 9:23 a.m.

Present:
President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

1) Mabel Teng, Assessor – addressed the Civil Service Commission on voters mandate for change, outlined changes made in office operations resulting in increase revenues, if mistakes were made, they were rookie mistakes
2) Espanola Jackson – resident of the Bayview Hunters Point, number 1 supporter of Mabel Teng, no politics involved in hiring, this is a witch hunt
3) John Lewis – when married at City Hall he felt like an equal citizen, salutes Mabel Teng
4) Stuart Gaffney – action of Mabel Teng made him feel part of government, Mabel Teng is a civil rights leader, and read a letter from Isabel Wade in support of Mabel Teng
5) Irene Lee – realtor, homeowner, property investor who deals with the Office of the Assessor, before she was frustrated because deeds were not recorded on time, now she's seen some improvement
6) Kristina Chew – with Richard Ow interpreting expressed support of Mabel Teng
7) Kelvin Pong – with Richard Ow interpreting expressed support of Mabel Teng
8) Dr. Ceasar Churchwell – expressed support of Mabel Teng

9) Sherman Tang – inquiry is politically motivated, and read a letter from Eric Mar, Commissioner, Board of Education, public inquiry a politically motivated witch hunt, questioned Civil Service Commission jurisdiction
10) Eric Chang – read a letter from the Executive Director of Chinese for Affirmative Action, Brian Cheu
11) Sally Large – child care provider, supports Mabel Teng, the Office of the Assessor has improved
12) Linda Asato – these issues are distracting and are delaying revenue generation
13) Michael Costa – has seen change, bills are coming on time and also read a letter from Thom Lynch, SF LGBT Community Center
14) Dale Butler – $26 million tax revenue collected for City and County, Committee on Jobs has identified Mabel Teng as enemy, SF Chronicle part of Committee on Jobs, has seen positive changes
15) Susan Freundlich, Women's Foundation; supports Mabel Teng
16) Megan Coffey – rectified unfairness with same-sex marriage Mabel Teng, a champion of fairness
17) Jeanne Fong – API gay/lesbian community supporting Mabel Teng; asked Commission to join in support of Mabel Teng
18) Jennifer Lin – supports Mabel Teng, free ride is over, read letter from Dennis Kelly, President of the United Educators of San Francisco in support of Mabel Teng
19) Gary Chen – supports Mabel Teng from CAPA
20) Eunice Azzani – supports Mabel Teng
21) Norman Fong – supporter of Mabel Teng; Civil Service Commission do its mission – conduct fair and impartial investigation
22) Victor Hwang – President of Asian Bar Association, requests a fair due process rights; City Attorney chosen not to defend Mabel Teng
23) Mari Matsumoto – Nikomachi Little Friends Preschool support Office of the Assessor to do its work
24) Molly McKay – supports Mabel Teng
25) Minna Tao – highly skilled staff afraid to come forward
26) Joselito Laudencia, IFPTE Local 21 – commend office and Mabel Teng, but is speaking on behalf of Local 21 members – 19 employees were laid off, the morale is low now, they are afraid of speaking out and changing 2 classifications to hire in campaign workers
27) Francisco DaCosta – Director, Environmental Justice Advocacy; hear the facts; adjudicate based on facts; better off today that it was before
28) Richard Ow – former Postal employee buck stops at the Commission – open mind to hear grievance – efficiency

III. Status Report: Inspection Service on request for information on hiring and selection records – Assessor's Office.
(File No. 0645-04-11) – DISCUSSION AND POSSIBLE ACTION ITEM

Action: Approve with amendments the Proposed Organization of the Draft Final Finding of Fact Report requesting information from the Department of Human Resources; specifically an analysis of layoff back from 2003, hiring that occurred following layoff of employees for lack of funds and any information on guidance and direction the Department of Human Resources provided to the Office of the Assessor-Recorder. (Vote of 5 to 0)

IV. Adjournment

12:20 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
:65
5
11/12/04
special

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting

Friday, November 12, 2004
9:00 a.m.
Room 408 – City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
NOV 19 2004
SAN FRANCISCO
PUBLIC LIBRARY

I. The Special Meeting was called to order at 9:23 a.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

1) Mabel Teng, Assessor – addressed the Civil Service Commission on voters mandate for change, outlined changes made in office operations resulting in increase revenues, if mistakes were made, they were rookie mistakes
2) Espanola Jackson – resident of the Bayview Hunters Point, number 1 supporter of Mabel Teng, no politics involved in hiring, this is a witch hunt
3) John Lewis – when married at City Hall he felt like an equal citizen, salutes Mabel Teng
4) Stuart Gaffney – action of Mabel Teng made him feel part of government, Mabel Teng is a civil rights leader, and read a letter from Isabel Wade in support of Mabel Teng
5) Irene Lee – realtor, homeowner, property investor who deals with the Office of the Assessor, before she was frustrated because deeds were not recorded on time, now she's seen some improvement
6) Kristina Chew – with Richard Ow interpreting expressed support of Mabel Teng
7) Kelvin Pong – with Richard Ow interpreting expressed support of Mabel Teng
8) Dr. Ceasar Churchwell – expressed support of Mabel Teng

9) Sherman Tang – inquiry is politically motivated, and read a letter from Eric Mar, Commissioner, Board of Education, public inquiry a politically motivated witch hunt, questioned Civil Service Commission jurisdiction
10) Eric Chang – read a letter from the Executive Director of Chinese for Affirmative Action, Brian Cheu
11) Sally Large – child care provider, supports Mabel Teng, the Office of the Assessor has improved
12) Linda Asato – these issues are distracting and are delaying revenue generation
13) Michael Costa – has seen change, bills are coming on time and also read a letter from Thom Lynch, SF LGBT Community Center
14) Dale Butler – $26 million tax revenue collected for City and County, Committee on Jobs has identified Mabel Teng as enemy, SF Chronicle part of Committee on Jobs, has seen positive changes
15) Susan Freundlich, Women's Foundation; supports Mabel Teng
16) Megan Coffey – rectified unfairness with same-sex marriage Mabel Teng, a champion of fairness
17) Jeanne Fong – API gay/lesbian community supporting Mabel Teng; asked Commission to join in support of Mabel Teng
18) Jennifer Lin – supports Mabel Teng, free ride is over, read letter from Dennis Kelly, President of the United Educators of San Francisco in support of Mabel Teng
19) Gary Chen – supports Mabel Teng from CAPA
20) Eunice Azzani – supports Mabel Teng
21) Norman Fong – supporter of Mabel Teng; Civil Service Commission do its mission – conduct fair and impartial investigation
22) Victor Hwang – President of Asian Bar Association, requests a fair due process rights; City Attorney chosen not to defend Mabel Teng
23) Mari Matsumoto – Nikomachi Little Friends Preschool support Office of the Assessor to do its work
24) Molly McKay – supports Mabel Teng
25) Minna Tao – highly skilled staff afraid to come forward
26) Joselito Laudencia, IFPTE Local 21 – commend office and Mabel Teng, but is speaking on behalf of Local 21 members – 19 employees were laid off, the morale is low now, they are afraid of speaking out and changing 2 classifications to hire in campaign workers
27) Francisco DaCosta – Director, Environmental Justice Advocacy; hear the facts; adjudicate based on facts; better off today that it was before
28) Richard Ow – former Postal employee buck stops at the Commission – open mind to hear grievance – efficiency

III. Status Report: Inspection Service on request for information on hiring and selection records – Assessor's Office.
(File No. 0645-04-11) – DISCUSSION AND POSSIBLE ACTION ITEM

Action: Approve with amendments the Proposed Organization of the Draft Final Finding of Fact Report requesting information from the Department of Human Resources; specifically an analysis of layoff back from 2003, hiring that occurred following layoff of employees for lack of funds and any information on guidance and direction the Department of Human Resources provided to the Office of the Assessor-Recorder. (Vote of 5 to 0)

IV. Adjournment

12:20 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.
NOV 10 2004
SAN FRANCISCO
PUBLIC LIBRARY
11-10-04 A10:19 IN

SF
C65
#4
11/15/04

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

**Regular Meeting
of
November 15, 2004**

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

SPECIAL ORDER OF BUSINESS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force,
1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax:
(415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 15, 2004
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of November 1, 2004 – Closed Session

Recommendation: Approve.

Regular Meeting of November 1, 2004

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

SPECIAL ORDER OF BUSINESS

(5) Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (File No. 0497-04-1) – Action Item

Department of Administrative Services
Adult Probation Department
Airport Commission
Asian Art Museum
Assessment Appeals Board
Board of Supervisors, Clerk of the Board of Supervisors
Board of Supervisors, Sunshine Ordinance Task Force
Department of Building Inspection
Office of the City Attorney
Citizen's General Obligation Bond Oversight Committee
Civil Service Commission
Office of the Controller
Office of the District Attorney
Entertainment Commission
Department of the Environment
Fine Arts Museum
San Francisco Fire Department
Health Commission and Department of Public Health
Department of Human Resources
Juvenile Probation Commission
City Administrator
Arts Commission
Department of Child Support Services
Department of Public Works
Aging & Adult Services Commission & the
Department of Aging & Adult Services
Southeast Community Facility Commission
San Francisco Children and Families Commission
San Francisco Sheriff's Department
Human Rights Commission
Immigrant Rights Commission
Law Library
Public Library
Office of the Mayor
Municipal Transportation Agency
Police Department
Port of San Francisco
Private Industry Council of San Francisco, Inc.
Public Defender
Public Utilities Commission
Recreation and Parks Department
Residential Rent Stabilization and Arbitration Board
Retirement System
Commission and Department on the Status of Women
Taxi Commission
Telecommunications and Information Services
Tax Collector
Treasurer
Youth Commission
Office of Economic & Workforce Development
Office of Citizen Complaints
Juvenile Probation Department
Fire Commission
Human Services Agency & the
Department of Human Services
Emergency Communications Department
Department of Children, Youth & their Families

August 16, 2004: Continue to the meeting of September 7, 2004.

September 7, 2004: Separate in-house and outside activities; Continue to the meeting of September 20, 2004.

September 20, 2004: Continue to the meeting of October 4, 2004.

October 4, 2004: Submit preliminary comments and approve complete comments at the meeting of October 18, 2004.

October 18, 2004: Continue to the meeting of November 1, 2004.

November 1, 2004: Continue to the meeting of November 15, 2004. Forward preliminary comments to the Ethics Commission.

Recommendation: Review; Forward comment to the Ethics Commission.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0822-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4040-04/05	Public Utilities Commission	$9,000,000	Will provide as-needed civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	Regular	12/19/07
4041-04/05	Public Utilities Commission	$580,000	Will provide environmental analysis services for Alameda Creek Fishery Enhancement Project; conduct permit and environmental review consultations with State and Federal regulatory agencies; draft environmental impact report (EIR) and statement (EIS).	Regular	01/19/08
4042-04/05	Public Utilities Commission	$4,750,000	Will provide as-needed environmental services for the SFPUC Capital Improvement Program in specialized natural resource, environmental, and environmental planning expertise and services; analysis, research, reports, studies and recommendations.	Regular	11/14/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Proposed Civil Service Commission Meeting Schedule for Calendar Year 2005. (File No. 0796-04-1) - Action Item

November 1, 2004: Postpone to the meeting of November 15, 2004.

Recommendation: Approve.

(8) **Rescission on vote to deny the appeal by Michael A. Walsh of the Human Resources Director's determination of insufficient evidence to sustain the charges of retaliation for failure to appear at the Civil Service Commission meeting. (File No. 0773-04-7) – Action Item**

November 1, 2004:	Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal by Michael Walsh. Mr. Walsh failed to appear.
Recommendation:	Rescind the Commission action of November 1, 2004 and schedule for the meeting of December 20, 2004.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) **Request by the San Francisco Fire Department for approval to extend the duration of the H-2 Firefighter Eligible List E-35 for one additional year for a total of four years. (File No. 0823-04-5) – Action Item**

Recommendation: Approve the request by the San Francisco Fire Department to extend the duration of the H-2 Firefighter Eligible List E-35 for one additional year to December 20, 2005, for a total of four years.

(10) **Annual Review of Exempt and Non-Exempt Classifications at the Municipal Transportation Agency. (File No. 0826-04-1) – Action Item**

Recommendation: Adopt report.

(11) **Appeal by Joseph Engler of the Executive Officer's decision to close his case on the selection for Police Lieutenant (Job Code Q-60) at the San Francisco Police Department (SFPD). (File No. 0251-04-4) – Action Item**

Recommendation: Adopt the report. Sustain the decision of the Executive Officer. Deny the appeal by Joseph Engler.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) **Determination of future employability: DeJalma Crossley, provisional civil service Utility Plumber Apprentice (Job Code 7463) Public Utilities Commission. (File No. 0633-04-7) - Action Item**

Recommendation: No future employment with the Public Utilities Commission.

HUMAN RESOURCES DIRECTOR'S REPORT

(13) **Reports of the Human Resources Director – Verbal and Written. (File No. 0824-04-1) – Discussion and Possible Action Item**

Recommendation: Open for discussion.

(14) **Report on provisional appointments. (File No. 0827-04-1) – Action Item**

Recommendation: Accept and file report.

(15) **Human Resources Director's Report on Other Matters. – Discussion Item**

(16) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(17) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(18) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
65
5
11/15/04

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

DOCUMENTS DEPT.
NOV 19 2004
SAN FRANCISCO
PUBLIC LIBRARY

Regular Meeting
November 15, 2004

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:07 p.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Vitus Leung, IFPTE Local 21 indicated he will be speaking on Item #6.
Joseph Engler, Appellant informed the Commissioners that he submitted materials earlier today at the Civil Service Commission office.

APPROVAL OF MINUTES

Special Meeting of November 1, 2004 – Closed Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of November 1, 2004

Action: Approve. (Vote of 5 to 0)

0497-04-1 Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (Item No. 5)

Department of Administrative Services
Adult Probation Department
Airport Commission
Asian Art Museum
Assessment Appeals Board
Board of Supervisors, Clerk of the Board of Supervisors
Board of Supervisors, Sunshine Ordinance Task Force
Department of Building Inspection
Office of the City Attorney
Citizen's General Obligation Bond Oversight Committee
Civil Service Commission
Office of the Controller
Office of the District Attorney
Entertainment Commission
Department of the Environment
Fine Arts Museum
San Francisco Fire Department
Health Commission and Department of Public Health
Department of Human Resources
Juvenile Probation Commission
City Administrator
Arts Commission
Department of Child Support Services
Department of Public Works
Aging & Adult Services Commission & the
Department of Aging & Adult Services
Southeast Community Facility Commission
San Francisco Children and Families Commission
San Francisco Sheriff's Department
Human Rights Commission
Immigrant Rights Commission
Law Library
Public Library
Office of the Mayor
Municipal Transportation Agency
Police Department
Port of San Francisco
Private Industry Council of San Francisco, Inc.
Public Defender
Public Utilities Commission
Recreation and Parks Department
Residential Rent Stabilization and Arbitration Board
Retirement System
Commission and Department on the Status of Women
Taxi Commission
Telecommunications and Information Services
Tax Collector
Treasurer
Youth Commission
Office of Economic & Workforce Development
Office of Citizen Complaints
Juvenile Probation Department
Fire Commission
Human Services Agency & the
Department of Human Services
Emergency Communications Department
Department of Children, Youth & their Families

August 16, 2004:	Continue to the meeting of September 7, 2004.
September 7, 2004:	Separate in-house and outside activities; Continue to the meeting of September 20, 2004.
September 20, 2004:	Continue to the meeting of October 4, 2004.
October 4, 2004:	Submit preliminary comments and approve complete comments at the meeting of October 18, 2004.
October 18, 2004:	Continue to the meeting of November 1, 2004.
November 1, 2004:	Continue to the meeting of November 15, 2004. Forward preliminary comments to the Ethics Commission.
Speakers:	None.
Action:	Continue to the meeting of December 6, 2004. (Vote of 5 to 0)

0822-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4040-04/05	Public Utilities Commission	$9,000,000	Will provide as-needed civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	Regular	12/19/07
4041-04/05	Public Utilities Commission	$580,000	Will provide environmental analysis services for Alameda Creek Fishery Enhancement Project; conduct permit and environmental review consultations with State and Federal regulatory agencies; draft environmental impact report (EIR) and statement (EIS).	Regular	01/19/08
4042-04/05	Public Utilities Commission	$4,750,000	Will provide as-needed environmental services for the SFPUC Capital Improvement Program in specialized natural resource, environmental, and environmental planning expertise and services; analysis, research, reports, studies and recommendations.	Regular	11/14/07

Speakers: Vitus Leung, IFPTE Local 21 spoke on PSC #4040-04/05
Scott MacPherson, Public Utilities Commission and Nilka Julio, IFPTE Local 21 spoke on PSC #4042-04/05

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0796-04-1 **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2005. (Item No. 7)**

November 1, 2004: Postpone to the meeting of November 15, 2004.

Speakers: None.

Action: Approve. (Vote of 5 to 0)

0773-04-7 **Rescission on vote to deny the appeal by Michael A. Walsh of the Human Resources Director's determination of insufficient evidence to sustain the charges of retaliation for failure to appear at the Civil Service Commission meeting. (Item No. 8)**

November 1, 2004: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal by Michael Walsh. Mr. Walsh failed to appear.

Speakers: None.

Action: Reconsider previous action of Commission; Rescind the Commission action of November 1, 2004; Schedule for the meeting of December 20, 2004. (Vote of 5 to 0)

0823-04-5 **Request by the San Francisco Fire Department for approval to extend the duration of the H-2 Firefighter Eligible List E-35 for one additional year for a total of four years. (Item No. 9)**

Speakers: Assistant Deputy Chief Lorrie Kalos, San Francisco Fire Department

Action: Approve the request by the San Francisco Fire Department to extend the duration of the H-2 Firefighter Eligible List E-35 for one additional year to December 20, 2005, for a total of four years. (Vote of 5 to 0)

Note: The Commission congratulated Assistant Deputy Chief Lorrie Kalos, San Francisco Fire Department on her election as President of Women Chief Fire Officers, an organization of Women Chief Officers in the Fire Service.

0826-04-1 **Annual Review of Exempt and Non-Exempt Classifications at the Municipal Transportation Agency. (Item No. 10)**

Speakers: Candy Heurlin, Municipal Transportation Agency

Action: Adopt report. (Vote of 5 to 0)

0251-04-4 **Appeal by Joseph Engler of the Executive Officer's decision to close his case on the selection for Police Lieutenant (Job Code Q-60) at the San Francisco Police Department (SFPD). (Item No. 11)**

Speakers: Anita Sanchez, Assistant Executive Officer Civil Service Commission
Joseph Engler, Appellant

Action: Continue to the meeting of December 20, 2004 to determine whether Civil Service Commission has jurisdiction in matter. (Vote of 5 to 0)

0633-04-7 **Determination of future employability: DeJalma Crossley, provisional civil service Utility Plumber Apprentice (Job Code 7463) Public Utilities Commission. (Item No. 12)**

Speakers: None.

Action: Postpone to the meeting of December 6, 2004 at the request of Plumbers Union Local 38. (Vote of 5 to 0)

0824-04-1 **Reports of the Human Resources Director – Verbal and Written. (Item No. 13)**

Speakers: Kate Favetti, Executive Officer
Philip Ginsburg, Human Resources Director

Action: Human Resources Director's Report to be calendared at each meeting and identified as "Human Resources Director's Announcements", a non-action item. In order to address Sunshine Ordinance concerns and public notice, the Commission instructed that the Human Resources Director work in collaboration with the Executive Officer to identify topic of item. (Vote of 5 to 0)

0827-04-1 **Report on provisional appointments. (Item No. 14)**

Speakers: Marsha Stroope, Department of Human Resources

Action: Accept and file report. (Vote of 5 to 0)

Human Resources Director's Report on Other Matters.

Speakers: Philip Ginsburg, Human Resources Director

1) Reported on impending lay-offs following the defeat of Propositions J & K. Due to a $97 million dollar deficit, expected lay-off of 200 positions. Lay-off notices sent November 15, 2004 with an effective date of January 15, 2005. Formed Lay-off Advisory Board to improve communications and learn from previous experience.
2) Been on job 30 days – Working on restructuring of the Department of Human Resources to meet needs of staff and departments:
   - Use direct department service model
   - Dedicated examination and recruitment unit to reduce provisional appointments
   - Institute Human Resources Project Team, i.e. lay-off project team, classification, etc.
3) Workforce development:
   - Improving website
   - Energize work place surroundings at DHR
   - Celebrating workforce

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Joselito Laudencia, IFPTE Local 21 requested the Commission to calendar a report clarifying special conditions to the order of lay-off.
Nilka Julio, IFPTE Local 21 spoke regarding the Statements of Incompatible Activities and encouraged the Commission to take time to review and comment on the issues raised.
Peter Fatooh spoke on the Commission's inquiry/investigation of the Office of the Assessor-Recorder and expressed his concern about the dismissal of employees.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Morgan Gorrono wants briefing on bumping rights.
Commissioner Donald Casper made comments and read an e-mail that was forwarded to him and written by Stephanie Ong, Mabel Teng's Campaign Manager encouraging people to attend and support the Assessor at the Commission's Special Meeting of November 12, 2004.

ADJOURNMENT

4:47 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
12/6/04

DOCUMENTS DEPT.

DEC - 1 2004

SAN FRANCISCO
PUBLIC LIBRARY

12-01-04 A10:47 RCVD

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
December 6, 2004

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

SPECIAL ORDER OF BUSINESS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force,
1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax:
(415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 6, 2004
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of November 12, 2004 – Open Session

Recommendation: Approve

Regular Meeting of November 15, 2004

Recommendation: Approve

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

SPECIAL ORDER OF BUSINESS

(5) Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (File No. 0497-04-1) – Action Item

Department of Administrative Services	Human Rights Commission
Adult Probation Department	Immigrant Rights Commission
Airport Commission	Law Library
Asian Art Museum	Public Library
Assessment Appeals Board	Office of the Mayor
Board of Supervisors, Clerk of the Board of Supervisors	Municipal Transportation Agency
Board of Supervisors, Sunshine Ordinance Task Force	Police Department
Department of Building Inspection	Port of San Francisco
Office of the City Attorney	Private Industry Council of San Francisco, Inc.
Citizen's General Obligation Bond Oversight Committee	Public Defender
Civil Service Commission	Public Utilities Commission
Office of the Controller	Recreation and Parks Department
Office of the District Attorney	Residential Rent Stabilization and Arbitration Board
Entertainment Commission	Retirement System
Department of the Environment	Commission and Department on the Status of Women
Fine Arts Museum	Taxi Commission
San Francisco Fire Department	Telecommunications and Information Services
Health Commission and Department of Public Health	Tax Collector
Department of Human Resources	Treasurer
Juvenile Probation Commission	Youth Commission
City Administrator	Office of Economic & Workforce Development
Arts Commission	Office of Citizen Complaints
Department of Child Support Services	Juvenile Probation Department
Department of Public Works	Fire Commission
Aging & Adult Services Commission & the Department of Aging & Adult Services	Human Services Agency & the Department of Human Services
Southeast Community Facility Commission	Emergency Communications Department
San Francisco Children and Families Commission	Department of Children, Youth & their Families
San Francisco Sheriff's Department	***Health Service System***

August 16, 2004:	Continue to the meeting of September 7, 2004.
September 7, 2004:	Separate in-house and outside activities; Continue to the meeting of September 20, 2004.
September 20, 2004:	Continue to the meeting of October 4, 2004.
October 4, 2004:	Submit preliminary comments and approve complete comments at the meeting of October 18, 2004.
October 18, 2004:	Continue to the meeting of November 1, 2004.

November 1, 2004: Continue to the meeting of November 15, 2004. Forward preliminary comments to the Ethics Commission.

November 15, 2004: Continue to the meeting of December 6, 2004.

Recommendation: Review; Forward comment to the Ethics Commission.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0869-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2001-03/04	Human Services	$7,804,568	Will provide outreach; counseling; employment assessment; vocational training; work readiness; referral and placement services; and job retention support in CalWORKs and PAES and other low-income individuals seeking employment.	Continuing	06/30/09
2002-03/04	Human Services	$8,659,969	Will provide case management and related family support services to County residents in the home of in those communities with historically highest rate of children in foster care.	Continuing	06/30/09
2003-03/04	Human Services	$44,336,891	To serve as the employer of record for the In-Home Supportive Services Program, established a central registry provide enrollment in a comprehensive health benefit system, advocacy and other support services for 12,000 homecare workers.	Continuing	06/30/09
2004-03/04	Human Services	$20,519,260	Will provide case management and support services to homeless individuals and families living in shelters, single resident occupancy hotels, or transitional housing.	Continuing	06/30/09
2005-03/04	Human Services	$45,505,760	Will provide childcare services to low-income and CalWORKs families through partnerships with other licensed providers in various identified target neighborhoods.	Continuing	06/30/09
2006-03/04	Human Services	$4,411,784	Will provide services to identify, recruit, train and support Foster Parent Services, Independent Living Skills Services, and Adoption Services for the County.	Continuing	06/30/09
2007-03/04	Human Services	$29,455,678	Will provide homeless individuals and families with emergency shelter and light meals.	Continuing	06/30/09
4044-04/05	Environment	$54,000	To accept and store left-over latex paint from San Francisco residents. Six paint stores will store the paint on their premises until the City's contractor picks it up.	Regular	06/30/10

4045-04/05	Public Health	$1,300,000	Will generate highly specialized step-down cost reports to optimize DPH revenues and reimbursements within regulations of Medicare, Medi-Cal, and third party insurers.	Regular	03/31/10
4046-04/05	Public Health	$2,700,000	Will provide labor, materials, and equipment necessary to package and remove hazardous wastes on an intermittent and as-needed basis from City work sites, and to transport those wastes to permitted disposal facilities.	Regular	12/31/10
4047-04/05	Public Utilities Commission	$2,100,000	Will design, build and install 300 kilowatts at Moscone West, 4th and Howard.	Regular	09/30/06
4048-04/05	Public Utilities Commission	$750,000	Will provide an irrevocable direct pay letter of credit to secure the payment of the principal and interest on the subordinate lien tax-exempt commercial paper program for the Water Enterprise.	Regular	01/31/10

May 17, 2004:	Adopt the Human Resources Director's report on PSC #2001-03/04 through 2007-03/04 with a qualified approval for a period not to exceed six (6) months. Notify the offices of the Controller and the Purchaser. The Commission directed the Department to report the results of its meetings with the affected unions.
Recommendation of the Human Resources Director:	Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Deborah Wright of the Human Resources Director's finding of insufficient evidence to sustain the charge of retaliation or discrimination. (File No. 0100-04-6) - Action Item

September 20, 2004:	Postpone to the meeting of October 18, 2004 at the request of Jerry Cimmet, Attorney.
October 18, 2004:	Postpone to the meeting of December 6, 2004 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.
Recommendation:	Postpone to the meeting of March 7, 2005 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.

(8) **Request to extend Volume I – Civil Service Commission Rule 113 – Certification of Eligibles, Article II, Section 113.2.2 – Expansion of Certification Rules. (File No. 0870-04-5) – Action Item**

Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2005, upon agreement with the affected employee organizations.

(9) **Request to extend Volume IV– Civil Service Commission Rule 413 – Certification of Eligibles, Article II, Section 413.2.2 – Expansion of Certification Rules. (File No. 0871-04-5) – Action Item**

Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2005, upon agreement with the affected employee organizations.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) **Appeal by Richard Nyhagen of the Human Resources Director's decision to place a Special Condition of Spanish language on requisition #P20428, a Class 2920 Medical Social Worker position in the TB Clinic at the Department of Public Health. (File No. 0363-04-5/0365-04-5) – Action Item**

Recommendation: Adopt report. Sustain the decision of the Human Resources Director. Deny the appeal by Richard Nyhagen.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(11) **Determination of future employability: DeJalma Crossley, provisional civil service Utility Plumber Apprentice (Job Code 7463) Public Utilities Commission. (File No. 0633-04-7) - Action Item**

November 15, 2004:	Postpone to the meeting of December 6, 2004 at the request of Plumbers Union Local 38.
Recommendation:	No future employment with the Public Utilities Commission.

(12) **Determination of future employability: permanent civil service appointment of Jorge Palafox, Emergency Medical Services Agency Specialist (Job Code 2533) Department of Public Health. (File No. 0776-04-7) - Action Item**

Recommendation: Cancel any current examination and eligibility status; No future employment with the City & County of San Francisco.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(13) **Update on the Department of Human Resources Reorganization.**

Recommendation: Discussion only item.

(14) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(15) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(16) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#5
12/6/04

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
December 6, 2004

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
DEC 10 2004
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:05 p.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Not Present

President Linda Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Elizabeth Jacobi, Department of Human Resources – EEO Unit requested to hear Item #10 out of order because a witness must leave by 4:00 p.m. The request was noted and the progress of the agenda will be monitored to accommodate the request.

APPROVAL OF MINUTES

Special Meeting of November 12, 2004 – Open Session

Action: Approve. (Vote of 4 to 0)

Regular Meeting of November 15, 2004

Action: Approve. (Vote of 4 to 0)

SPECIAL ORDER OF BUSINESS

0497-04-1 Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (Item No. 5)

Department of Administrative Services	Human Rights Commission
Adult Probation Department	Immigrant Rights Commission
Airport Commission	Law Library
Asian Art Museum	Public Library
Assessment Appeals Board	Office of the Mayor
Board of Supervisors, Clerk of the Board of Supervisors	Municipal Transportation Agency
Board of Supervisors, Sunshine Ordinance Task Force	Police Department
Department of Building Inspection	Port of San Francisco
Office of the City Attorney	Private Industry Council of San Francisco, Inc.
Citizen's General Obligation Bond Oversight Committee	Public Defender
Civil Service Commission	Public Utilities Commission
Office of the Controller	Recreation and Parks Department
Office of the District Attorney	Residential Rent Stabilization and Arbitration Board
Entertainment Commission	Retirement System
Department of the Environment	Commission and Department on the Status of Women
Fine Arts Museum	Taxi Commission
San Francisco Fire Department	Telecommunications and Information Services
Health Commission and Department of Public Health	Tax Collector
Department of Human Resources	Treasurer
Juvenile Probation Commission	Youth Commission
City Administrator	Office of Economic & Workforce Development
Arts Commission	Office of Citizen Complaints
Department of Child Support Services	Juvenile Probation Department
Department of Public Works	Fire Commission
Aging & Adult Services Commission & the Department of Aging & Adult Services	Human Services Agency & the Department of Human Services
Southeast Community Facility Commission	Emergency Communications Department
San Francisco Children and Families Commission	Department of Children, Youth & their Families
San Francisco Sheriff's Department	***Health Service System***

August 16, 2004:	Continue to the meeting of September 7, 2004.
September 7, 2004:	Separate in-house and outside activities; Continue to the meeting of September 20, 2004.
September 20, 2004:	Continue to the meeting of October 4, 2004.
October 4, 2004:	Submit preliminary comments and approve complete comments at the meeting of October 18, 2004.
October 18, 2004:	Continue to the meeting of November 1, 2004.

November 1, 2004: Continue to the meeting of November 15, 2004. Forward preliminary comments to the Ethics Commission.

November 15, 2004: Continue to the meeting of December 6, 2004.

Speakers: None.

Action: Continue to the meeting of December 20, 2004.
(Vote of 4 to 0)

0869-04-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2001-03/04	Human Services	$7,804,568	Will provide outreach; counseling; employment assessment; vocational training; work readiness; referral and placement services; and job retention support in CalWORKs and PAES and other low-income individuals seeking employment.	Continuing	06/30/09
2002-03/04	Human Services	$8,659,969	Will provide case management and related family support services to County residents in the home of in those communities with historically highest rate of children in foster care.	Continuing	06/30/09
2003-03/04	Human Services	$44,336,891	To serve as the employer of record for the In-Home Supportive Services Program, established a central registry provide enrollment in a comprehensive health benefit system, advocacy and other support services for 12,000 homecare workers.	Continuing	06/30/09
2004-03/04	Human Services	$20,519,260	Will provide case management and support services to homeless individuals and families living in shelters, single resident occupancy hotels, or transitional housing.	Continuing	06/30/09
2005-03/04	Human Services	$45,505,760	Will provide childcare services to low-income and CalWORKs families through partnerships with other licensed providers in various identified target neighborhoods.	Continuing	06/30/09
2006-03/04	Human Services	$4,411,784	Will provide services to identify, recruit, train and support Foster Parent Services, Independent Living Skills Services, and Adoption Services for the County.	Continuing	06/30/09
2007-03/04	Human Services	$29,455,678	Will provide homeless individuals and families with emergency shelter and light meals.	Continuing	06/30/09
4044-04/05	Environment	$54,000	To accept and store left-over latex paint from San Francisco residents. Six paint stores will store the paint on their premises until the City's contractor picks it up.	Regular	06/30/10
4045-04/05	Public Health	$1,300,000	Will generate highly specialized step-down cost reports to optimize DPH revenues and reimbursements within regulations of Medicare, Medi-Cal, and third party insurers.	Regular	03/31/10

4046-04/05	Public Health	$2,700,000	Will provide labor, materials, and equipment necessary to package and remove hazardous wastes on an intermittent and as-needed basis from City work sites, and to transport those wastes to permitted disposal facilities.	Regular	12/31/10
4047-04/05	Public Utilities Commission	$2,100,000	Will design, build and install 300 kilowatts at Moscone West, 4th and Howard.	Regular	09/30/06
4048-04/05	Public Utilities Commission	$750,000	Will provide an irrevocable direct pay letter of credit to secure the payment of the principal and interest on the subordinate lien tax-exempt commercial paper program for the Water Enterprise.	Regular	01/31/10

May 17, 2004: Adopt the Human Resources Director's report on PSC #2001-03/04 through 2007-03/04 with a qualified approval for a period not to exceed six (6) months. Notify the offices of the Controller and the Purchaser. The Commission directed the Department to report the results of its meetings with the affected unions.

Disclosure: Commissioner Becerril disclosed that she met with the employee organizations on whether civil service classes can perform the services.

Speakers: Trent Rhorer, Department of Human Services, James Bryant, SEIU Local 790 and Michael Weinberg, SEIU Local 535 spoke on PSC #2001-03/04 through 2007-03/04.
Galen Leung, Department of Public Health spoke on PSC #4045-04/05.

Action:

1. Extend the qualified approval of PSC #2001-03/04 through 2007-03/04 to March 31, 2005 to allow department and employee organizations to resolve issues. (Vote of 4 to 0)
2. Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0100-04-6 **Appeal by Deborah Wright of the Human Resources Director's finding of insufficient evidence to sustain the charge of retaliation or discrimination. (Item No. 7)**

September 20, 2004:	Postpone to the meeting of October 18, 2004 at the request of Jerry Cimmet, Attorney.
October 18, 2004:	Postpone to the meeting of December 6, 2004 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.
Speakers:	None.
Action:	Postpone to the meeting of March 7, 2005 at the request of Jerry Cimmet, Attorney and the Department of Human Resources. (Vote of 4 to 0)

0870-04-5 **Request to extend Volume I – Civil Service Commission Rule 113 – Certification of Eligibles, Article II, Section 113.2.2 – Expansion of Certification Rules. (Item No. 8)**

Speakers:	None.
Action:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2005, upon agreement with the affected employee organizations. (Vote of 4 to 0)

0871-04-5 **Request to extend Volume IV– Civil Service Commission Rule 413 – Certification of Eligibles, Article II, Section 413.2.2 – Expansion of Certification Rules. (Item No. 9)**

Speakers:	None.
Action:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2005, upon agreement with the affected employee organizations. (Vote of 4 to 0)

0363-04-5
0365-04-5 **Appeal by Richard Nyhagen of the Human Resources Director's decision to place a Special Condition of Spanish language on requisition #P20428, a Class 2920 Medical Social Worker position in the TB Clinic at the Department of Public Health. (Item No. 10)**

Speakers:
Diana Garcia, Department of Human Resources -EEO Unit
Michael Sorgen, Attorney
Dr. Masae Kawamura, Department of Public Health
Norm Nickens, formerly Department of Public Health
Cynthia Gozun, Department of Public Health
Richard Nyhagen, Appellant

Action: Special condition to remain on requisition #P20428 until the Commission hears the matter on February 22, 2005. (Vote of 4 to 0)

0633-04-7 **Determination of future employability: DeJalma Crossley, provisional civil service Utility Plumber Apprentice (Job Code 7463) Public Utilities Commission. (Item No. 11)**

November 15, 2004: Postpone to the meeting of December 6, 2004 at the request of Plumbers Union Local 38.

Speakers:
Mike De Bellis, Public Utilities Commission
William Fazande, Plumbers Union Local 38

Action: Grant the appeal; Remove restrictions. (Vote of 3 to 1; Commissioner Donald Casper dissents.)

0776-04-7 **Determination of future employability: permanent civil service appointment of Jorge Palafox, Emergency Medical Services Agency Specialist (Job Code 2533) Department of Public Health. (Item No. 12)**

Speakers: None.

Action: Postpone to the meeting of December 20, 2004 at the request of the Department of Public Health. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT

Update on the Department of Human Resources Reorganization.

Speakers: Philip Ginsburg, Human Resources Director

The Department of Human Resources Reorganization – Service Model

The reorganization focused on services in these areas:

Department Services: Recruitment and examination services, each department will have one identified Department of Human Resources liaison

Employee Services: labor relations, EEO workforce development function, client services – Department of Human Resources Fundamentals training program, cross train DHR staff

Administrative Services: Finance, budget, information technology, DHR Human Resources, internal training, a model internal Human Resources

Would like to be more proactive in meeting the needs of the workforce, organized project teams using matrix concept for tasks like MCCP, Layoffs, etc.

Formed Layoff Policy Group, revising the Layoff Handbook, listing FAQs, plans to organize meeting with those that received notices

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

4:59 p.m.

Adjourned in memory of Jerome Turay, former Departmental Personnel Officer in the San Francisco Unified School District in the 70's and 80's.

The Executive Officer is directed to send a communication to the Turay family with condolences from the Civil Service Commission.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
65
4
-/20/04

AGENDA

DOCUMENTS DEPT.

DEC 16 2004

SAN FRANCISCO
PUBLIC LIBRARY

12-15-04 A10:00 RCVD

Regular Meeting
of
December 20, 2004

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

SPECIAL ORDER OF BUSINESS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force,
1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax:
(415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 20, 2004
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – **Action Item**

Regular Meeting of December 6, 2004

Recommendation: Approve

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

SPECIAL ORDER OF BUSINESS

(5) Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (File No. 0497-04-1) – Action Item

Department of Administrative Services	Human Rights Commission
Adult Probation Department	Immigrant Rights Commission
Airport Commission	Law Library
Asian Art Museum	Public Library
Assessment Appeals Board	Office of the Mayor
Board of Supervisors, Clerk of the Board of Supervisors	Municipal Transportation Agency
Board of Supervisors, Sunshine Ordinance Task Force	Police Department
Department of Building Inspection	Port of San Francisco
Office of the City Attorney	Private Industry Council of San Francisco, Inc.
Citizen's General Obligation Bond Oversight Committee	Public Defender
Civil Service Commission	Public Utilities Commission
Office of the Controller	Recreation and Parks Department
Office of the District Attorney	Residential Rent Stabilization and Arbitration Board
Entertainment Commission	Retirement System
Department of the Environment	Commission and Department on the Status of Women
Fine Arts Museum	Taxi Commission
San Francisco Fire Department	Telecommunications and Information Services
Health Commission and Department of Public Health	Tax Collector
Department of Human Resources	Treasurer
Juvenile Probation Commission	Youth Commission
City Administrator	Office of Economic & Workforce Development
Arts Commission	Office of Citizen Complaints
Department of Child Support Services	Juvenile Probation Department
Department of Public Works	Fire Commission
Aging & Adult Services Commission & the Department of Aging & Adult Services	Human Services Agency & the Department of Human Services
Southeast Community Facility Commission	Emergency Communications Department
San Francisco Children and Families Commission	Department of Children, Youth & their Families
San Francisco Sheriff's Department	Health Service System

August 16, 2004:	Continue to the meeting of September 7, 2004.
September 7, 2004:	Separate in-house and outside activities; Continue to the meeting of September 20, 2004.
September 20, 2004:	Continue to the meeting of October 4, 2004.
October 4, 2004:	Submit preliminary comments and approve complete comments at the meeting of October 18, 2004.
October 18, 2004:	Continue to the meeting of November 1, 2004.

November 1, 2004:	Continue to the meeting of November 15, 2004. Forward preliminary comments to the Ethics Commission.
November 15, 2004:	Continue to the meeting of December 6, 2004.
December 6, 2004:	Continue to the meeting of December 20, 2004.
Recommendation:	Review; Forward comment to the Ethics Commission.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0892-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4043-04/05	Telecommunications & Information Services	$1,600,000	Will maintain current Count Management System (which includes CABLE technology); adapt Court Management System to new Trial Courts organization; participate in development of JUSTIS project, which replaces the legacy CABLE and Court Management systems.	Regular	12/31/06
4049-04/05	Telecommunications & Information Services	$500,000	Will audit City's telecommunications bills to identify any potential billing errors by the carriers and prepare documentation for the City to request refunds for overcharges; make recommendations to minimize risk of over billing in the future.	Regular	12/31/06
4050-04/05	Telecommunications & Information Services	$135,000	Will pick up, transport, store and return computer backup tapes from the City's Datacenter at One Market Plaza. Sore the tapes at contractor's storage facilities in Sacramento and Colorado. Deliver tapes to City's computer recovery site in Colorado.	Regular	12/31/06
4051-04/05	Airport	$350,000	Will provide expert analysis of the underlying soil of the existing airfield at the San Francisco International Airport. The study will focus on the characteristic and performance of the existing soil in the event of a high level seismic activity.	Regular	12/31/06
4052-04/05	Police	$330,000	Will provide outpatient mental health services to Police Department members and their families. Services will entail eight visits per family member per fiscal year and will be available throughout the United States.	Regular	06/30/07

4053-04/05	Public Health	$1,700,500	Will provide temporary laundry services for Laguna Honda Hospital and San Francisco General Hospital. Services include picking up and processing soiled hospital laundry seven days per week, including holidays.	Regular	06/30/05

Recommendation of the Human Resources Director:	Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Request to extend Volume I – Civil Service Commission Rule 113 – Certification of Eligibles, Article II, Section 113.2.2 – Expansion of Certification Rules. (File No. 0870-04-1) – Action Item

December 6, 2004:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2005, upon agreement with the affected employee organizations.
Recommendation:	Approve the extension of Rule 113, Article II, Section 113.2.2 - Expansion of Certification Rules, through June 30, 2005 for IFPTE Local 21, SEIU Local 250 and SEIU Local 790, excluding SEIU Local 535 until further notice.

(8) Request to extend Volume IV– Civil Service Commission Rule 413 – Certification of Eligibles, Article II, Section 413.2.2 – Expansion of Certification Rules. (File No. 0871-04-5) – Action Item

December 6, 2004:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2005, upon agreement with the affected employee organizations.
Recommendation:	Approve the extension of Rule 413, Article II, Section 413.2.2 - Expansion of Certification Rules, through June 30, 2005 for IFPTE Local 21, SEIU Local 250 and SEIU Local 790, excluding SEIU Local 535 until further notice.

(9) **Municipal Transportation Agency's Provisional Appointment Report. (File No. 0893-04-1) - Action Item**

Recommendation: Adopt report.

(10) **Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (File No. 0894-04-1) - Action Item**

Recommendation: Adopt report.

(11) **Determination of future employability: permanent civil service appointment of Jorge Palafox, Emergency Medical Services Agency Specialist (Job Code 2533) Department of Public Health. (File No. 0776-04-7) - Action Item**

December 6, 2004:	Postpone to the meeting of December 20, 2004 at the request of the Department of Public Health.
Recommendation:	Postpone to the meeting of January 3, 2005 at the request of the SEIU Local 790.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(12) **Request to grant permanent civil service status in Class 7366 Transit Power Line Worker to affected employees at the Municipal Transportation Agency. (File No. 892-04-1) – Action Item**

Recommendation: Adopt report.

(13) **Appeal by Michael A. Walsh of the Human Resources Director's determination of insufficient evidence to sustain the charges of retaliation. (File No. 0773-04-7) – Action Item**

November 1, 2004:	Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal by Michael Walsh. Mr. Walsh failed to appear.
November 15, 2004:	Rescind the Commission action of November 1, 2004 and schedule for the meeting of December 20, 2004.
Recommendation:	Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal by Michael Walsh.

(14) **Determination of Civil Service Commission jurisdiction on the appeal by Joseph Engler of the selection for Police Lieutenant (Job Code Q-60) at the San Francisco Police Department (SFPD). (File No. 0251-04-4) – Action Item**

November 15, 2004:	Continue to the meeting of December 20, 2004 to determine whether Civil Service Commission has jurisdiction in matter.
Recommendation:	Open for discussion.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(15) **Department of Human Resources Reports and Timelines on Appeals and Other Merit System Benchmarks Required by the Civil Service Commission.**

Recommendation: Discussion only item.

EXECUTIVE OFFICER'S REPORT

(16) **Report of Fiscal Year 2004-05 Amended Goals and Objectives. (File No. 0897-04-1)**

Recommendation: Accept report.

(17) **Report on Mayor's Office Budget Instructions – Fiscal Year 2005-06. (File No. 0900-04-1)**

Recommendation: Accept report.

(18) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(19) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(20) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

F
65
5
2/30/04

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
December 20, 2004

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
DEC 27 2004
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:08 p.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present (Missed Items 15 thru 20)
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of December 6, 2004

Action: Approve. (Vote of 5 to 0)

SPECIAL ORDER OF BUSINESS

0497-04-1 **Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (Item No. 5)**

Department of Administrative Services	Human Rights Commission
Adult Probation Department	Immigrant Rights Commission
Airport Commission	Law Library
Asian Art Museum	Public Library
Assessment Appeals Board	Office of the Mayor
Board of Supervisors, Clerk of the Board of Supervisors	Municipal Transportation Agency
Board of Supervisors, Sunshine Ordinance Task Force	Police Department
Department of Building Inspection	Port of San Francisco
Office of the City Attorney	Private Industry Council of San Francisco, Inc.
Citizen's General Obligation Bond Oversight Committee	Public Defender
Civil Service Commission	Public Utilities Commission
Office of the Controller	Recreation and Parks Department
Office of the District Attorney	Residential Rent Stabilization and Arbitration Board
Entertainment Commission	Retirement System
Department of the Environment	Commission and Department on the Status of Women
Fine Arts Museum	Taxi Commission
San Francisco Fire Department	Telecommunications and Information Services
Health Commission and Department of Public Health	Tax Collector
Department of Human Resources	Treasurer
Juvenile Probation Commission	Youth Commission
City Administrator	Office of Economic & Workforce Development
Arts Commission	Office of Citizen Complaints
Department of Child Support Services	Juvenile Probation Department
Department of Public Works	Fire Commission
Aging & Adult Services Commission & the Department of Aging & Adult Services	Human Services Agency & the Department of Human Services
Southeast Community Facility Commission	Emergency Communications Department
San Francisco Children and Families Commission	Department of Children, Youth & their Families
San Francisco Sheriff's Department	Health Service System

August 16, 2004:	Continue to the meeting of September 7, 2004.
September 7, 2004:	Separate in-house and outside activities; Continue to the meeting of September 20, 2004.
September 20, 2004:	Continue to the meeting of October 4, 2004.
October 4, 2004:	Submit preliminary comments and approve complete comments at the meeting of October 18, 2004.
October 18, 2004:	Continue to the meeting of November 1, 2004.
November 1, 2004:	Continue to the meeting of November 15, 2004. Forward preliminary comments to the Ethics Commission.
November 15, 2004:	Continue to the meeting of December 6, 2004.

December 6, 2004: Continue to the meeting of December 20, 2004.

Speakers: None.

Action: Continue to the meeting of January 3, 2005. (Vote of 5 to 0)

0892-04-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4043-04/05	Telecommunications & Information Services	$1,600,000	Will maintain current Count Management System (which includes CABLE technology); adapt Court Management System to new Trial Courts organization; participate in development of JUSTIS project, which replaces the legacy CABLE and Court Management systems.	Regular	12/31/06
4049-04/05	Telecommunications & Information Services	$500,000	Will audit City's telecommunications bills to identify any potential billing errors by the carriers and prepare documentation for the City to request refunds for overcharges; make recommendations to minimize risk of over billing in the future.	Regular	12/31/06
4050-04/05	Telecommunications & Information Services	$135,000	Will pick up, transport, store and return computer backup tapes from the City's Datacenter at One Market Plaza. Sore the tapes at contractor's storage facilities in Sacramento and Colorado. Deliver tapes to City's computer recovery site in Colorado.	Regular	12/31/06
4051-04/05	Airport	$350,000	Will provide expert analysis of the underlying soil of the existing airfield at the San Francisco International Airport. The study will focus on the characteristic and performance of the existing soil in the event of a high level seismic activity.	Regular	12/31/06
4052-04/05	Police	$330,000	Will provide outpatient mental health services to Police Department members and their families. Services will entail eight visits per family member per fiscal year and will be available throughout the United States.	Regular	06/30/07
4053-04/05	Public Health	$1,700,500	Will provide temporary laundry services for Laguna Honda Hospital and San Francisco General Hospital. Services include picking up and processing soiled hospital laundry seven days per week, including holidays.	Regular	06/30/05

Speakers: Walt Calcheno and Marc Rosaaen, Department of Telecommunications and Information Services spoke of PSC #4043-04/05.
John Marquez, San Francisco International Airport spoke of PSC# 4051-04/05.
Sgt. Mary Dunnigan, San Francisco Police Department spoke on PSC# 4052-04/05.

Action:
(1) The Commission voted to hear PSC #4043-04/05 out of order. (Vote of 5 to 0)
(2) Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0870-04-1 **Request to extend Volume I – Civil Service Commission Rule 113 – Certification of Eligibles, Article II, Section 113.2.2 – Expansion of Certification Rules. (Item No. 6)**

December 6, 2004: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2005, upon agreement with the affected employee organizations.

Speakers: Yvette Gamble, Civil Service Commission

Action: Approve the extension of Rule 113, Article II, Section 113.2.2 - Expansion of Certification Rules, through June 30, 2005 for IFPTE Local 21, SEIU Local 250 and SEIU Local 790, excluding SEIU Local 535 until further notice. (Vote of 5 to 0)

0871-04-5 **Request to extend Volume IV– Civil Service Commission Rule 413 – Certification of Eligibles, Article II, Section 413.2.2 – Expansion of Certification Rules. (Item No. 7)**

December 6, 2004: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2005, upon agreement with the affected employee organizations.

Speakers: Yvette Gamble, Civil Service Commission

Action: Approve the extension of Rule 413, Article II, Section 413.2.2 - Expansion of Certification Rules, through June 30, 2005 for IFPTE Local 21, SEIU Local 250 and SEIU Local 790, excluding SEIU Local 535 until further notice. (Vote of 5 to 0)

0893-04-1 Municipal Transportation Agency's Provisional Appointment Report. (Item No. 9)

Speakers: None.

Action: Adopt report. (Vote of 5 to 0)

0894-04-1 Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (Item No. 10)

Speakers: None.

Action: Adopt report. (Vote of 5 to 0)

0776-04-7 Determination of future employability: permanent civil service appointment of Jorge Palafox, Emergency Medical Services Agency Specialist (Job Code 2533) Department of Public Health. (Item No. 11)

December 6, 2004: Postpone to the meeting of December 20, 2004 at the request of the Department of Public Health.

Speakers: None.

Action: Postpone to the meeting of January 3, 2005 at the request of the SEIU Local 790. (Vote of 5 to 0)

892-04-1 Request to grant permanent civil service status in Class 7366 Transit Power Line Worker to affected employees at the Municipal Transportation Agency. (Item No. 12)

Speakers: Candy Heurlin, Municipal Transportation Agency
Kevin Hughes, IBEW Local 6 Representative

Action: Adopt report. Grant permanent civil service status in Class 7366 Transit Power Line Worker to the following employees:

Luke Bagan
Nestor Balintec
Roger Boucher, Jr.
Fred Bousson
Mark Byers
Patrick Cantwell
David Chudzinski
Maurice Evans
Kenneth Grimes
Thomas Holm
Michael Johnson
Michael Krieger
Donald Landry
Gary McMurtry
Osias Navarro
Steven O'Boyle
John Orkes
Jeffrey Ranta
Robert Sanchez
John Scott II
Edward Solomon, Jr.

(Vote of 5 to 0)

0773-04-7 Appeal by Michael A. Walsh of the Human Resources Director's determination of insufficient evidence to sustain the charges of retaliation. (Item No. 13)

November 1, 2004:	Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal by Michael Walsh. Mr. Walsh failed to appear.
November 15, 2004:	Rescind the Commission action of November 1, 2004 and schedule for the meeting of December 20, 2004.
Speakers:	Elizabeth Jacobi, Department of Human Resources
Action:	Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal by Michael Walsh. (Vote of 5 to 0) Mr. Walsh failed to appear.

0251-04-4 Determination of Civil Service Commission jurisdiction on the appeal by Joseph Engler of the selection for Police Lieutenant (Job Code Q-60) at the San Francisco Police Department (SFPD). (Item No. 14)

November 15, 2004:	Continue to the meeting of December 20, 2004 to determine whether Civil Service Commission has jurisdiction in matter.
Speakers:	Anita Sanchez, Assistant Executive Officer, Civil Service Commission Joseph Engler, Appellant
Action:	Without reference to the jurisdiction of the Civil Service Commission and without reference to the merits, the Civil Service Commission has jurisdiction to hear the complaint by Joseph Engler on the decision of the Police Chief not to select him from the Q – 60 Police Lieutenant eligible list. (Vote of 4 to 1; Commissioner Alicia Becerril dissents.)

Department of Human Resources Reports and Timelines on Appeals and Other Merit System Benchmarks Required by the Civil Service Commission.

Speakers: Philip Ginsburg, Human Resources Director

Discussion: Identify ways to work better and smarter – getting exams done, processing employees appeals, redirect how they do things.

1) Provisional employee report – bi-annually in February and August
2) Appointments exempt under Charter Section 104.16-18 bi-annually in February and August
3) Class Consolidation Report – Annually in August
4) Streamline Pending Appeals Log
5) Change procedures for handling appeals
6) Conducted Lay-off sessions with employees receiving layoff notices, explained process
7) Ray Wong's retirement party on January 13, 2005

0897-04-1 **Report of Fiscal Year 2004-05 Amended Goals and Objectives. (Item No. 16)**

Speakers: Kate Favetti, Executive Officer

Action: Accept report. (Vote of 4 to 0)

0900-04-1 **Report on Mayor's Office Budget Instructions – Fiscal Year 2005-06. (Item No. 17)**

Speakers: Kate Favetti, Executive Officer

Action: Accept report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

1) Joe Moriarity, San Francisco Firefighters Local 798 noted that they listened with great interest to the Engler case and jurisdiction issue with regard to the Civil Service Commission. They were under the impression that the Fire Department personnel would be present to propose changes to the Certification Rule.
2) Marco Awad requested a hearing regarding his reinstatement to the San Francisco Police Department.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

4:56 p.m.

23462

HOUCHEN
BINDERY LTD
UTICA/OMAHA NE.
2004